MEETING OF SENATE
MINUTES
Monday, 25 February 2019

1400, Reception Room, Wills Memorial Building

Present: The Vice-Chancellor (Chair), Professors Barr, Bond, Canagarajah, Carrington, Cini, Cooper, Cristianini, Dermott, Elliott, Flecker, Grierson, Heslop, Iredale, Ireland, Jarrold, Jordan, Linhorst, Luckhurst, Orpen, Pancost, Pantazis, Piggins, Potter, Powell, Purdy, Ridley, Robinson, Tavare, Marklof, Nobes, Sandy, Schonle, Squires, Szczelkun, Wilson, E Wilson; Dr M Allinson, Dr M Barbour, Mr C Brasnett, Ms P Coonerty, Dr N Dahnoun, Dr S Fitzjohn, Mrs M Gillway, Dr A Howkins, Mr P Kent, Dr K Lampe, Dr E Lithander, Mr T Metcalfe, Mr M Natzler, Dr S Quadflieg, Dr S Proud, Dr L Walling.

In attendance: Professor Alvin Birdi, Mrs H Cole (Clerk), Ms Paula Coonerty, Mr Robert Kerse (Chief Operating Officer); Ms Lucinda Parr (incomin Registrar and University Secretary), Ms Alison Shaw (Chief Executive of the Bristol University Press (BUP)), Ms Sue Sundstrom (Head of Research Commercialisation) and Dr Simon Swales (Head of Academic Staff Development).

1. Minutes of the previous meeting on 10 December 2018.
   1.1 APPROVED: the minutes of the meeting of 10 December 2018.

2. Chair’s Report
   2.1 RECEIVED and NOTED (SN/18-19/024).

   2.2 The report was introduced by the Chair.

   2.3 ENDORSED the appointment of Professor Sarah Purdy as the new Pro Vice-Chancellor (Student Experience) from 1 April 2019.

   2.4 The Vice-Chancellor reflected on the appointment of Chris Skidmore MP (Universities Minister) and recent meetings between members of the University’s senior management team and Mr Skidmore. Additionally, the Vice-Chancellor noted a recent speech by Angela Rayner MP (Shadow Secretary of State for Education) which set out how the Labour Party might approach HE.

   2.5 NOTED that the Engineering and Physical Sciences Research Council (EPSRC) had awarded the University funding for nine Centres for Doctoral Training (CDTs) – the highest number awarded to any university in the country.

   2.6 The Chief Operating Officer provided a verbal update on the University’s preparations for Brexit and the current situation regarding the USS Pension Valuation.

3. Vice-Chancellor’s question time
   3.1 A member of Senate raised a query about how well the University had handled the decision to close due to snow and ice on 1 February 2019. Members noted that the announcement of the closure (at 13:50) was challenging for students who had travelled back into the University for afternoon lectures and laboratory sessions.
3.2 NOTED that since 1 February, the University had revised relevant policies and examined ways for professional services staff to obtain engagement with decision making staff in school and faculties to achieve a more co-ordinated response across the University in future scenarios. Additionally, improvements had been made to the speed at which decisions and messages once approved, were then circulated.

4. **Written questions**
4.1 None had been received. Members of Senate were reminded that they can submit written questions in advance of each meeting, for discussion.

5. **Faculty Board recommendations**
5.1 None received.

6. **Update on Bristol University Press**
6.1 RECEIVED and NOTED (PRESENTATION)

6.2 The Chief Executive of the Bristol University Press (BUP) presented to Senate. Senate noted that:
- The Policy Press had been established in 1996 and became the BUP in 2016.
- The BUP’s strategies were aligned to those of the University Strategy.
- The core aim of the BUP was: “To join the first-rank of internationally-respected university presses through a commitment to world-class scholarship, global impact, social justice and author care”

6.3 Senate noted the wide range of achievements and successes of the BUP, in particular:
- That the current focus was on social science, law and interdisciplinary work with 19 core subject lists.
- The strong social as well as academic mission – “to make positive difference to society” – this had been the case since Policy Press' inception and was being carried through to today. Many scholars appreciated the BUP’s “not for profit” status.
- The publishing of traditional research publications, (monographs, journals and broad academic books), learning resources (textbooks, course books and digital content for students, policy and practice products (for professionals, policy makers and government) and cross-over trade titles reaching out to a socially motivated audience beyond academia. Publishing in print and digitally via institutional and consumer models and offering green and gold open access across product ranges.
- The distribution to global regions – North and South America, Europe, Africa, Asia and Australasia, with print sales in over 60 countries and digital downloads in 100 countries.
- The publishing of 140 books and 14 journals per annum which was expected to rise to 250 books and 30 journals per annum over the next few years, based on current business plans.

7. **Education Strategy: Position Paper**
7.1 RECEIVED and NOTED (SN/18-19/025)

7.2 The report was introduced by the Pro Vice-Chancellor (Education)

7.3 At its February 2018 meeting Senate agreed a change to the relationship between University Education Committee (UEC) and Senate, with a view to improving the
effectiveness of both. As part of this, it was agreed that UEC would present Senate with an annual education-related position paper to provide an introduction to the current debates and key areas of work in the education arena. The inclusion of key strategic questions and topics for discussion, was aimed at allowing Senate to provide input into University thinking on strategic institution-level education issues at an early stage of their inception, in particular Senate:

- **NOTED** the importance of the work on TEF subject and provider submissions for 2020 and ensure that the University give due priority to this work.
- **NOTED** that the OfS (Office for Students) had adopted a risk-based approach to its assessment and monitoring activities so rather than the previous model of periodic Institutional Review/Audit. There would be ‘desktop’ monitoring of an annual return and an annual random sampling of registered providers. The OfS had not yet established the methodology for monitoring quality nor how random sampling will work, but early indications were that in England this would start as a desk-based assessment of a provider’s risk. The intention was for this to be in place for 2019/20 and Senate would be kept informed.
- **CONSIDERED** how faculties and schools could be informed and supported to work with the University to develop and deliver the new assessment structures for successful implementation of Bristol Futures.
- **NOTED** that BILT (Bristol Institute of Learning and Teaching), with its small resource base, may need to focus in future on large-scale programmes such as Bristol Futures and the associated programme level assessment work.
- **DISCUSSED** a proposal that the University rename the academic role of “personal tutor” for taught students as “academic adviser” for taught students, to provide clarity to all concerned on what this role entails and to align it with the academic support provided for PGR students. Senate agreed that further clarification was required on the definition of the role of personal tutor and that until this was established there was little benefit to renaming the role. Senate noted the consultation undertaken in relation to the development of the Student Mental Health Strategy, had revealed that there was scope to further improve clarity of how and where students could obtain pastoral and academic support.
- **NOTED** that guidance for Deans, Heads of School and education academic leads to support transition to new PGR (post graduate research) governance arrangements would be issued in March 2019 and the new arrangements would take effect from the start of 2019/20.
- **NOTED** that there would also be changes to both governance and leadership in taught education.

2.2 **NOTED** that Senate’s comments would feed in to the education-related areas of work as they were progressed by Education Services and the Pro Vice-Chancellor (Education).

8. **Knowledge Exchange Framework consultation**
8.1 RECEIVED and **NOTED** (SN/18-19/026)

8.2 The report was introduced by the Pro Vice-Chancellor (Research).

8.3 Senate noted that:
- A Knowledge Exchange Framework (KEF) had been proposed by ministers for implementation by Research England. The KEF would consist of two parts – an institutional level concordat and metrics reporting. Both would be the subject of detailed consultation, the first of which, announced on 9 January 2019, focused on the metrics.
The metrics should cover all aspects of knowledge exchange (KE) and allow benchmarking across similar types of institution in defined clusters.

- The range of KE was covered by the definition of seven ‘perspectives’ (Research Partnerships, Working with Business; Working with the public and third sector; skills enterprise and entrepreneurship; local growth and regeneration; IP and commercialisation; public and community engagement). Within each perspective were two or three metrics, some normalised by appropriate denominators and all of which will be given equal weight within a perspective. All metrics would be averaged over three years.

- It was expected that the KEF results would be used to inform the allocation of HEIF (Higher Education Innovation Fund) funding (value to Bristol £4.4m in 2018-19).

8.4 In response to a set of questions posed in the paper, Senate agreed that the University’s response to the KEF consultation should suggest greater emphasis on:

- Universities’ civic ambitions, for example, at UoB the “one city plan” launched in January 2019 and the University’s engagement with local schools.
- The influence of Universities on Social Policy, for example the work of the Bristol University Press.
- The role of the third sector in income generation and the way in which the charitable and commercial elements of Universities’ business tended become blurred.

8.5 Senate noted that a final draft of the University’s consultation response would be circulated to members of the University Research Committee for final comment and approval at the end of February, ahead of the submission deadline on 14 March 2019.


9.1 RECEIVED and NOTED (SN/18-19/027).

9.2 The staff was introduced by the Deputy Vice Chancellor and Provost.

9.3 Senate noted that:

- The work of the Progression and Promotions Task and Finish Group had resulted in a series of recommendations, which included the development of a new promotions framework. The group undertook the initial work, basing it on Boyer’s model of four types of scholarship: discovery (research), integration (multi/inter-disciplinary), application (in service of others) and teaching.
- The model was developed and adapted to the University of Bristol context, which included adding a fifth category for leadership and citizenship to capture the demonstration of shared values and capacity to work together towards both personal and institutional goals.
- The proposed new promotions framework had been shared with Deans, Heads of Schools and with colleagues at the University Management Team Plenary meeting on 29 January 2019. It was now coming to Senate prior to wider consultation.
- The wider consultation would seek feedback on the core framework (categories, criteria and assessment) and to capture additional possible examples of evidence and indicators of impact to ensure that the criteria are valid. The first step would be to agree the basic framework via face-to-face sessions with each faculty before seeking wider feedback and input from all academic staff. Expert input would also be sought from RED, Education Services and HR.
- The work was to be completed by the end of academic year 2018/19. Feedback from the initial consultation would inform whether to launch the new framework for use
during the 2019/20 promotions cycle. Another option would be to trial a parallel process with a sample group.

4.2 In response to a set of questions posed in the paper, Senate noted the following Senate members felt that new members of staff might find the framework intimidating. Communication with the wider University should emphasise that not all areas of the framework had to be met in order to apply for promotion and that different definitions of requirement for different levels of promotion might serve to alleviate this risk.

- The current document was an initial framework and that the intention was that staff engage with the consultation process to help create the required level of detail, scoring and relevant examples.
- Senate noted that the “integration” scholarship type was included to capture interdisciplinary work that can have a cost to individual staff but that benefits the wider University and should therefore be rewarded.
- In due course, the staff development website would need to be updated to match the framework.
- With regard to the gender pay gap, Senate noted that an equality impact assessment would be undertaken to assess the impact of the proposed framework.

4.3 NOTED that Senate members were invited to share the paper with their colleagues and to encourage them to engage with the consultation process. All responses and suggestions would be used to inform the next stages of the consultation and the production of a White Paper would be presented to Senate in June 2019:

10. **Report from the Board of Trustees**
10.1 RECEIVED and NOTED (SN/18-19/028)

11. **Education Committee Report**
11.1 RECEIVED and ENDORSED (SN/18-19/029).

11.2 The report was introduced by the Pro Vice-Chancellor (Education).

11.3 ENDORSED and RECOMMENDED to the Board of Trustees a change to University Regulations such that all students graduating from professionally-accredited, clinical degree programmes (MB, ChB, BDS, BVSc) in the Faculty of Health Sciences wear the hood currently worn by graduating medical students.

11.4 NOTED the rest of the items for report from the 28 November 2018 and 23 January 2019 meetings of University Education Committee.

12. **Report of the University Research Committee**
12.1 RECEIVED and NOTED (SN/18-19/030).

13. **Report of the IT Committee**
13.1 RECEIVED and NOTED (SN/18-19/031).

14. **Future agenda items**
14.1 Senate was asked for any proposed future items to be passed to the Secretary, or to the Governance Team (governance@bristol.ac.uk).

15. **Equality of Opportunity, including consideration of Equality Related Risks**
15.1 Senate noted that the discussions on Green Paper: New Promotions Framework for academic staff (item 9), had equality, diversity and inclusion implications. Senate considered that it had given appropriate consideration to those issues in its discussions.

16. Communication and Consultation
16.1 Senate recorded any particular issues regarding communication/consultation that it has considered today. These included Vice-Chancellor’s question time (item 3) Education Strategy: Position Paper (item 8) and Green Paper: New Promotions Framework for academic staff (item 9)

17. Quality Assurance
17.1 There were no items relating to this area.

18. Date of next meeting
18.1 The date of the next meeting of Senate is due to take place on Monday 15 April 2019, 1400, in the Reception Room, Wills Memorial Building.