

**UNIVERSITY OF WARWICK**

**SENATE**

**PUBLIC MINUTES OF THE MEETING HELD 14:00, WEDNESDAY 27 JANUARY 2021**

**VIA MICROSOFT TEAMS**

<b>Present</b>	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 (until item 045)
	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
	Professor John Forster	JF	Representative of the Board of the Faculty of SEM
	Dr Rebecca Freeman	RF	Dean of Students
	Professor Lorenzo Frigerio	LF	Representative of the Board of the Faculty of Social Sciences
	Robin Green	RG	Librarian
	Professor John Greenlees	JG	Representative of the Board of the Faculty of SEM (until item 038)
	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 Rebecca Kearney	RK	Representative of the Board of the Faculty of SEM
	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 (from item 034)
	Professor Emma Mason	EM	Representative of the Board of the Faculty of Arts (until item 045)
	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 (until item 045)
	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
	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 (until item 34)	
Professor David Towers	DT	Representative of the Board of the Faculty of SEM	
Paul Trimmer	PT	Representative of the Assembly	
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	
<b>Attending</b>	Sophie Black	SB	Assistant Registrar (Governance) (minute taker)

Delyth Chambers	DC	Director of SROAS (for item 036)
Rosie Drinkwater	RD	Group Finance Director
Dr Letizia Gramaglia	LG	Observing
Professor Sotaro Kita	SK	Observing
Helen Knee	HK	Director of Student Discipline and Resolution (for item 038)
Dr Tiago de Luca	TdL	Observing
Lara McCarthy	LMc	Head of Governance Services (tech support)
Maureen McLaughlin	MMc	Director of Education Policy and Quality (Assistant Secretary)
Claire O'Leary	CO	Head of Internationalisation, Welcome and Student Experience (for item 037)
Dr Leandro Pecchia	LP	Observing
Rachel Sandby-Thomas	RST	Registrar (Secretary)
Ashley Storer-Smith	ASS	SU Academic Voice Policy Consultant/Supervisor (for item 035)
Will Thomas	WT	Head of Welcome, Induction & Student Internationalisation Manager (for item 037)
Sharon Tuersley	ST	Secretary to Council
Dr Chris Twine	CT	Academic Registrar

**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
028	<p><b>Welcome and Apologies for absence</b></p> <p>Apologies for absence were received from Professor Lorenzo Pericolo and Professor Pam Thomas.</p> <p>The Chair welcomed all members and the following who were observing the meeting:</p> <ul style="list-style-type: none"> <li>• Dr Letizia Gramaglia, Organisational Development</li> <li>• Professor Sotaro Kita, Psychology</li> <li>• Dr Tiago de Luca, Film and Television Studies</li> <li>• Dr Leandro Pecchia, Engineering</li> </ul> <p><b>a) Covid-19</b></p> <p>The Chair extended condolences on behalf of the Senate to those in the Warwick community who had lost family and friends to Covid-19.</p> <p>Thanks were also extended to staff and students who had been, and continued to contribute to the work in fighting the pandemic. Particular thanks were expressed to students in Warwick Medical School for their contributions.</p> <p><b>b) UK Holocaust Memorial Day 2021</b></p> <p>The Senate noted that a virtual schedule of events had been planned throughout the day by Coventry City Council for Holocaust Memorial Day 2021 and Senators were encouraged to attend. It was also noted that at 8pm that evening, households across the UK would be invited to light a candle and safely put it in their windows, as a mark of remembrance and support.</p> <p><b>Note:</b> The Chair confirmed that item 045: Report from the Academic Quality and Standards Committee had been brought above the line to allow discussion of the recommendations being put forward.</p>
029	<p><b>Declarations of Interest</b></p> <p>No new conflicts of interest were declared.</p>
030	<p><b>Minutes of meeting held on 7 October 2020</b></p> <p>The minutes of the meeting held on 7 October 2020 (030-S270121, Protected) were <b>approved</b>.</p>
031	<p><b>Matters arising from meeting held on 7 October 2020</b></p>

	<p><b>a) Review of the Steering Committee</b></p> <p>It was noted that following further discussions, the updated terms of reference for the Steering Committee had been approved by Steering and the University Executive Board (UEB) in October 2020. The Steering Committee would continue to operate as a sub-group of the UEB, providing opinion, advice and guidance to UEB.</p>
<b>Chair's Update</b>	
032	<p><b>Chair's Business</b></p> <p>The Senate received and noted a report (032-S270121, Protected) providing updates from the Chair under the following headings:</p> <ul style="list-style-type: none"> <li>• Covid-19 Update</li> <li>• Institutional news</li> <li>• Awards and Promotions</li> </ul>
<b>Substantive Items / Governance</b>	
033	<p><b>Research Update</b></p> <p>The Chair congratulated Professor David Leadley on behalf of the Senate on their appointment to the role of Deputy Pro-Vice-Chancellor Research (Infrastructure and Ethics).</p> <p>Professor Leadley presented the report (033-S270121, 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"> <li>• UK Research &amp; Development (R&amp;D) roadmap</li> <li>• UKRI Research Compensation package</li> <li>• Research applications and awards: 2019/20</li> <li>• Research Communications update</li> <li>• Wellcome Trust Open Access Policy</li> <li>• Proposal for establishment of 'Tissue Image Analytics (TIA) Centre'</li> </ul> <p>The healthy amount of research awards and the considerable fellowship successes in 2019-20 were noted.</p> <p><b>DECISION:</b> The Senate <b>approved</b> the establishment of the Tissue Image Analytics Centre.</p>
034	<p><b>Education Update</b></p> <p>The Pro-Vice-Chancellor (Education) and Director of Education Policy and Quality presented the report (034-S270121, Protected) with an update on actions taken by Education Executive since the previous meeting of the Senate. The following key points were highlighted:</p> <ul style="list-style-type: none"> <li>• Outcomes from student surveys conducted in Term 1 indicated that the blended learning model, with high proportion of face-to-face and the ability to move online, was of high quality and was valued by the student body.</li> <li>• The model had also proved to be resilient and robust, allowing rapid movement between face-to-face, blended and wholly online learning following the national lockdown announcement at the beginning of Term 2.</li> <li>• A number of mitigation measures had been developed to support the student learning experience in recognition of the impact of the latest national lockdown and the ongoing Covid-19 pandemic.</li> <li>• The University was currently operating under the Department for Education (DfE) HE Tier 4, with all teaching being delivered online with a few exceptions. The position would be reviewed again in mid-February in line with renewed government guidance.</li> <li>• In planning for Term 3, there was an aspiration that opportunities to maximise the on-campus student experience would be realised with a more vibrant campus, albeit subject to improvement of the national situation.</li> </ul>

- Conversations with departments and students would take place around the opportunity to catch up on practical work, as well as exploring the potential to scale up already established initiatives such as the Alliance Intensive Study Programme (AISP) and Undergraduate Research Support Scheme (URSS).
- The Teaching Excellence Group (TEG) process for 2020-21 had commenced towards the end of Term 1 and meetings conducted to date had gone well. In recognition of acknowledged pressures on staff and students, the timetable for TEG meetings had been adjusted to take place over February and March 2021, to allow more time to reflect on the current issues.
- An internal audit of the measures taken to support the assessment of student attainment in response to the pandemic over spring and summer 2020 had been undertaken during November 2020. The audit concluded that an overall judgement of “substantive assurance” could be given, to indicate that there was a strong system of control design and controls were consistently applied.
- In relation to the operation of the Senate Sub Group (authorised to consider undergraduate and postgraduate taught pass lists/Decision Record Logs on behalf of the Senate), the report from the Chief External Examiner and the recent internal audit (see previous point) had identified numerous strengths and features of good practice as well as areas for further attention.
- [Exempt information not included]
- The Pearce review and government response to the Teaching Excellence and Student Outcomes Framework (TEF) had been published in the previous week. Although plans for a distinct subject-level TEF process would not continue, it was anticipated that some subject-level scrutiny would likely be retained within institutional subject metrics.
- The Education Executive had signed off a full and robust response from the University to the recent Office for Students (OfS) consultation on its approach to defining and regulating quality and standards.
- A further request from OfS had been received over recent weeks, asking universities to undertake a review during the first half of the spring term of their compliance with consumer protection law in order to provide assurance to the Council of ongoing compliance with the OfS ongoing condition C1. A response was under preparation for the consideration of the Council in February.

The Senate welcomed the update.

Members urged for prompt communications around proposals for Term 3, as students were already showing a keen interest.

[Exempt information not included]

It was highlighted that communications around the support available to postgraduate research (PGR) students could be strengthened.

[Exempt information not included]

**ACTION:** Doctoral College to strengthen efforts in informing PGR students of the range of advice and support available.

035

### **Students’ Union Academic Representation Partnership Agreement**

The President of the Students’ Union (SU), the Education Officer of the SU and the SU Academic Voice Policy Consultant/Supervisor presented the report (035-S270121, Public) with the following key points:

- The SU Academic Representation Agreement had been developed over recent years and was a product of the Academic Representation Transformation Project being undertaken by the SU.
- The Agreement sought to enshrine the roles and responsibilities of the SU and the University, to build an effective partnership to support students to become active partners in their academic experience and progression.

The Senate welcomed the proposed Agreement. It was noted that the flexible nature of the Agreement would allow further discussions to take place with departments, as required, relating to operational fit. The Agreement would also provide a good foundation on which to build and improve student engagement with the Academic Representation model at Warwick.

	<b>DECISION:</b> The Senate <b>approved</b> the SU Academic Representation Partnership Agreement.
036	<p><b>Admissions and Recruitment Update</b></p> <p>The Director of Student Recruitment, Outreach and Admissions Service (SROAS) presented the report (036-S270121, Protected) providing a summary update of the University’s current application position, external arrangements for the awarding of A-levels and an update on current Student Recruitment activity to support entry in 2021 and beyond. The following key points we highlighted:</p> <ul style="list-style-type: none"> <li>• [Exempt information not included]</li> <li>• UCAS had amended dates for the 2021 admissions cycle, including the application deadline and removing the advisory date by which institutions should make their decisions. The application closing date had been moved by two weeks to 29 January to take account of slower application rates.</li> <li>• At UG level, UCAS nationally was reporting an increase in applications in only a very few subject areas: Medicine, subjects allied to medicine and education.</li> <li>• [Exempt information not included]</li> </ul> <p>Members highlighted the importance of communicating any changes to dates to all relevant Professional Services teams (e.g. announcements of results and impact on arrivals dates), to ensure that any impacts on disabled students were minimised.</p> <p>[Exempt information not included]</p> <p>It was also noted that plans were being made to resume in-person student recruitment and conversion opportunities as soon as possible, to include external events and on-campus visits.</p>
037	<p><b>Warwick Welcome Annual Report 2020</b></p> <p>The Head of Internationalisation, Welcome and Student Experience and the Head of Welcome, Induction &amp; Student Internationalisation Manager presented the report (037-S270121, Protected) which provided analysis and evaluation of Welcome 2020 in comparison with 2019, using insights gained from student surveys and digital sources such as CRM, live chats, webpages and the Welcome Timetable app.</p> <p>[Exempt information not included]</p> <p>The Senate welcomed the update. Appreciation was expressed for the work of all colleagues involved in Warwick Welcome, particularly under the changeable circumstances during the late summer and autumn 2020.</p> <p>Despite the challenges faced following government announcements in August/September, the lessons learned from the development of online Welcome events was acknowledged, with the potential to hold more digital sessions alongside in-person events in future.</p>
038	<p><b>Student Discipline and “Report &amp; Support” Update</b></p> <p>The Director of Student Discipline and Resolution presented the report (038-S270121, Protected) reviewing the first academic year of operation of “Report &amp; Support” and setting out the work in academic year 2020/21 to improve the service, break down identified barriers and raise further awareness as the service was expanded to cover both students and staff, and all forms of harassment.</p> <p>The Senate noted the report and the progress made. The establishment of the Student Advisory Group was welcomed, as was the proposed marketing and communications plan.</p> <p>It was agreed that further analysis would be undertaken of the statistics within the report to ensure the correct conclusions were being drawn.</p> <p>The importance was highlighted of further embedding the active bystander training and continuing to work collaboratively across the University and SU teams involved.</p> <p><b>DECISION:</b> The Senate <b>approved</b> that a further report be presented in Term 1 of 2021/22 on the expansion of “Report &amp; Support”, alongside a draft report on Student Discipline and Resolution activity that could be published.</p> <p><b>ACTION:</b> Further analysis to be carried out of the statistics and outcomes within the report.</p>

039	<p><b>Reports from the Assembly</b></p> <p><b>a) Meeting on 2 November 2020</b></p> <p>The Secretary to Council presented the report (039a-S270121, Public) from the online meeting of the Assembly held on 2 November 2020 to consider a motion to amend the Standing Orders of the Assembly, with two options put forward. Option 2 received the most votes following an online vote and the revised Standing Orders came into effect from Monday 9 November 2020.</p> <p><b>b) Meeting on 15 December 2020</b></p> <p>Gavin Schwartz-Leeper (Assembly Representative on Senate and Acting Chair of the Assembly meeting held on 15 December 2020) presented the report (039a-S270121, Protected).</p> <p>[Exempt information not included]</p>
<b>Items below this line were for receipt and/or approval, without discussion.</b>	
<b>Substantive Items / Governance II</b>	
040	<p><b>Report on the Compliance with OfS Conditions of Registration: Quality and Standards</b></p> <p>The report (040-S270121, Protected) was received and noted.</p>
041	<p><b>University Financial Plan 2020</b></p> <p>The report (041-S270121, Protected) was received and noted.</p> <p>It was noted that a full presentation on the University's financial position would be presented to the Senate at its March meeting.</p>
042	<p><b>University of Warwick Degree Outcomes Statement</b></p> <p>The report (042-S270121, Public) was received and noted.</p>
043	<p><b>Chair's Action Report</b></p> <p>The report (043-S270121, Protected) was received and noted.</p>
044	<p><b>Revisions to Regulation 22: Library Regulations</b></p> <p>The report (044-S270121, Public) was received and noted.</p> <p><b>DECISION:</b> The revisions to Regulation 22: Library Regulations were <b>approved</b>.</p>
<b>Committee Reports</b>	
045	<p><b>Report from the Academic Quality and Standards Committee</b></p> <p><b>Note:</b> This item was brought above the line for discussion at the meeting.</p> <p>The Pro-Vice-Chancellor (Education) and Director of Education Policy and Quality presented the report (045-S270121, Protected) setting out a number of recommendations for approval from AQSC relating to:</p> <ul style="list-style-type: none"> <li>• Establishment of an Examinations Committee</li> <li>• Dissolution of the June First Year Board of Examiners</li> <li>• Reporting on Feedback Turnaround Times</li> <li>• Policy on the Recording Lectures by Students</li> </ul> <p>With regards to the proposed membership of the Examinations Committee, it was suggested that more than one Faculty Representative could usefully be included to ensure the varying requirements of the different accreditation bodies within each Faculty would be covered.</p> <p>In relation to the Policy on the Recording of Lectures by Students, while the rationale behind the proposed changes was understood, concerns were raised around the appropriateness of some of the wording used as well as potential impacts of certain revisions on disabled students. It was agreed that further work would be carried out on the policy to address the issues raised.</p> <p>Senate members also highlighted current inconsistency across departments in relation to mitigating circumstances processes and policy more generally, and its interaction with disabilities. While it was</p>

	<p>acknowledged that development of the mitigating circumstances portal was anticipated to address some of these concerns, further discussions would be taken forward outside the meeting.</p> <p><b>DECISIONS:</b></p> <ol style="list-style-type: none"> <li>1) The Senate <b>approved</b> the establishment of the Examinations Committee, subject to a review of the Committee at end of the 2020/21 academic year.</li> <li>2) The Senate <b>approved</b> the dissolution of the June First Year Board of Examiners, with changes to reassessment methods subject to approval by Faculty Education Committee Chairs, and the retention of the September First Year Board of Examiners to ensure consistency of withdrawal decisions.</li> <li>3) The Senate <b>approved</b> the amendments to the Monitoring Feedback Turnaround Times section of the Policy on Timeliness of Feedback, setting out a revised process for monitoring implementation of the Policy.</li> <li>4) The Senate <b>approved</b> the template report for the Teaching Excellence Group on Timeliness of Feedback on Assessed Work.</li> <li>5) The Senate <b>noted</b> the revisions to the Guidance for Timeliness of Feedback.</li> </ol> <p><b>ACTIONS:</b></p> <ol style="list-style-type: none"> <li>1) Further work to be carried out on the Policy on Recording of Lectures by Students, to ensure no adverse impacts on disabled students.</li> <li>2) Mitigating circumstances policy to be reviewed to ensure no adverse impacts on disabled students.</li> </ol>
046	<p><b>Report from the Education Committee</b></p> <p>The report (046-S270121, Protected) was received and noted.</p>
047	<p><b>Annual Report from the Honorary Degrees Committee</b></p> <p>The report (047-S270121, Protected) was received and noted.</p>
048	<p><b>Report from the Research Governance and Ethics Committee</b></p> <p>The report (048-S270121, Protected) was received and noted.</p>
049	<p><b>Report from the Social Inclusion Committee</b></p> <p>The report (049-S270121, Protected) was received and noted.</p>
050	<p><b>Report from the University Executive Board</b></p> <p>The report (050-S270121, Protected) was received and noted.</p>
<b>Other</b>	
051	<p><b>Student and Alumni Deaths</b></p> <p>The report (051-S270121, Public) was received and noted.</p>
052	<p><b>Any other business</b></p> <p>There was no other business.</p>
<b>Next meeting: 14:00, Wednesday 17 March 2021</b>	

<b>DECISIONS AND ACTIONS</b>			
<b>ITEM</b>	<b>DECISION/ACTION</b>	<b>LEAD AND DUE DATE</b>	<b>STATUS</b>
<b>2019-20</b>			
<b>034 – Report from the Education Committee</b>	<b>ACTION:</b> 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	PTi, tbc	In progress

	implementation of the Warwick Core Skills framework and an update on progress provided by the end of the academic year.		
<b>106a – Information Management Policies and Regulation 31</b>	<b>ACTION 1:</b> Equality Impact Assessment statement to be added to all the Policies.	Tony Pauley, asap	In progress
	<b>ACTION 2:</b> Report following the six-month review of the Information Management Policies to be brought to the January 2021 meeting of the Senate.	Tony Pauley	Scheduled for March 2021
<b>106b – Revisions to Regulation 27 On-Campus Residential Accommodation and Regulation 23 Student Disciplinary Offences</b>	<b>ACTION 1:</b> A report on Student Conduct to be presented to the Senate annually.	Helen Knee, October 2020	Scheduled
	<b>ACTION 2:</b> A review to be undertaken of University policy and process relating to student drug use and possession.	Helen Knee, Jane Bryan, asap	Ongoing
<b>111a – Revisions to Regulation 10 on Examinations and Regulation 11 Procedure to be Adopted in the Event of Suspected Cheating in a University Test</b>	<b>ACTION:</b> 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
<b>2020-21</b>			
<b>033 – Research Update</b>	<b>DECISION:</b> The Senate <b>approved</b> the establishment of the Tissue Image Analytics Centre.		
<b>034 – Education Update</b>	<b>ACTION:</b> Doctoral College to strengthen efforts in informing PGR students of the range of advice and support available.	Academic Registrar, Academic Director (Graduate Studies) Asap	
<b>035 – Students’ Union Academic Representation Partnership Agreement</b>	<b>DECISION:</b> The Senate <b>approved</b> the SU Academic Representation Partnership Agreement.		
<b>038 – Student Discipline and “Report &amp; Support” Update</b>	<b>DECISION:</b> The Senate <b>approved</b> that a further report be presented in Term 1 of 2021/22 on the expansion of “Report & Support”, alongside a draft report on Student Discipline and Resolution activity that could be published.		
	<b>ACTION:</b> Further analysis to be carried out of the statistics and outcomes within the report.	Director of Student Discipline and Resolution, Professor Saul Jacka Asap	Complete
<b>044 – Revisions to Regulation 22: Library Regulations</b>	<b>DECISION:</b> The revisions to Regulation 22: Library Regulations were <b>approved</b> .		
<b>045 – Report from the Academic Quality and Standards Committee</b>	<b>DECISION 1:</b> The Senate <b>approved</b> the establishment of the Examinations Committee, subject to a review of the Committee at end of the 2020/21 academic year.		
	<b>DECISION 2:</b> The Senate <b>approved</b> the dissolution of the June First Year Board of Examiners, with changes to reassessment methods subject to approval by Faculty Education Committee Chairs, and the retention of the September First Year Board of Examiners to ensure consistency of withdrawal decisions.		



	<b>DECISION 3:</b> The Senate <b>approved</b> the amendments to the Monitoring Feedback Turnaround Times section of the Policy on Timeliness of Feedback, setting out a revised process for monitoring implementation of the Policy.	
	<b>DECISION 4:</b> The Senate <b>approved</b> the template report for the Teaching Excellence Group on Timeliness of Feedback on Assessed Work.	
	<b>DECISION 5:</b> The Senate <b>noted</b> the revisions to the Guidance for Timeliness of Feedback	
	<b>ACTION 1:</b> Further work to be carried out on the Policy on Recording of Lectures by Students, to ensure no adverse impacts on disabled students.	Director of Education Policy and Quality Asap
	<b>ACTION 2:</b> Mitigating circumstances policy to be reviewed to ensure no adverse impacts on disabled students.	Director of Education Policy and Quality Asap