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| **SENATE** |
| **09.30am 3 November 2021** |

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| **MINUTES** | |
| **Venue:** | Microsoft Teams |
| **Author:** | Shirley Murray, Registry Administrator |
| **Present:** | Professor R Cryan (Chair), Professor M Adkins, Ms M Avery, Professor A Ball, Dr S Bastow, Dr E Bennett, Professor N Clear, Professor A Crampton, Professor S Donnelly, Professor M Ginger, Professor P Goswami, Professor J Johnes, Professor J Malay, Mr M Mills, Professor J Nicholson, Ms C Nyakonda, Professor J Owen-Lynch, Mr K Pilicudale, Dr C Reynolds, Professor A Sambell, Professor P Thomas, Mr K Singh, Ms N Stuart, Professor T Thornton, Professor R Ward, Dr L Waters, Ms K White |
| **In attendance:** | Dr R Birds, L Chambers, Dr J Grainger, Mr T Hosker, Ms A Jones, Mr A Mandebura, Ms S Moss, Mrs S Murray, Dr T Turner |
| **Apologies:** | Professor P Bissell, Professor H Bryan, Dr S Burns, Dr W Gillibrand |

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|  | | **PAPER REFERENCE** |
|  | **DECLARATIONS OF INTEREST**  There were no declarations of interest. |  |
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|  | **ESTATES BRIEFING**  The Director of Estates gave an update on works carried out over the summer:   * T5 - The Institute of Railway Research Smart Rolling Stock Maintenance Research Facility was almost complete * T1/T2 to Research – there had been some delays due to labour and materials shortages, and the work was due to completed by end of the year * Technology Building - Photovoltaic cells had been installed on the roof. * New Faith Centre – a £5m project to provide a new building was due to commence shortly * Joseph Priestley West and Ramsden Buildings – work to the facades had been slightly delayed (Ramsden due for completion early December 2021, Joseph Priestley West in 2022) * Harold Wilson – the relocation of Psychology to the top of the building was progressing on time * Refurbishment of Lockside Plant was completed. * Film School on the site of the old Firth Street depot was due for completion early 2022 * Occupational Health – the new facility in Schwann Building, level 9, had been completed in August. * Southgate Health and Wellbeing Academy – outline planning approval given. Purchase of the site to be completed in the next few weeks. Due for completion summer 2024. * Covid 19 and Ventilation. In addition to a high standard of cleaning, monitoring and validating of air systems was being carried out throughout the campus.   It was noted that most of the delays were due to external factors. Senate noted the excellent work carried out by the Estates team in support of these projects. |  |
|  | **MINUTES**  **Resolved**: that the minutes of the meeting held on 23 June 2021 be accepted as a correct record. | [SEN\_2021\_06\_23\_M](https://unifunctions.hud.ac.uk/COM/University-Committees/Senate/SEN_2021_06_23_M.pdf?Web=1) |
|  | **MATTERS ARISING**  There were no matters arising which were not covered elsewhere on the agenda. |  |
|  | **CHAIR’S BUSINESS**   * 1. Key Performance Indicators – Annual Review   The Vice Chancellor reported that the lead for each strategic area had undertaken a self-assessment of the institution’s trajectory towards meeting its KPIs. This had resulted in a green/amber/red rating for each KPI.  **Inspiring**  Senate was informed that the last NSS Survey was a cause for concern and a concerted effort was required across the University to make improvements. It was reported that the outcome of the TEF consultation was due imminently, but uncertainty about the future of TEF remained. In light of these two facts, a recommendation was made to change the KPI and focus on the NSS. The aim would be for the University to be in the top quartile of the NSS by 2025.  Senate supported the recommendationto be made to Council.  The differential attainment KPI was considered to be on target  The engagement index KPI had been affected by the impact of Covid-19 but progress was being made. The Global Professional Award would be included as an additional measure.  **Innovative**  Senate noted that an appropriate number of staff were publishing at 2 and 3 star level and this KPI was on target.  It was noted that the original KPI around citations had aimed for an institutional average of 10 citations per output by 2025. However, the sector average was currently 11.2, therefore a recommendation was made to increase to 15 citations by 2025.  Senate supported the recommendationto be made to Council.  Research income and knowledge exchange were acknowledged as making reasonable progress against target but further effort was required.  It was reported that the KPI around formal links with businesses and end users by 2025 was above target. However, benchmarking suggested that the KPI to achieve  15% of all research outputs created with research end users was unrealistic, given the sector average was 6.5%. Senate was asked to support a reduction to 10%.  Senate supported the recommendationto be made to Council.  **International**  Top 300 Times and QS World University Rankings KPI was reported as static overall and there was a need to accelerate efforts.  140 strategic research collaborations with Top 300 Times or QS institutions KPI had seen promising progression.  60% of publications with international collaborators KPI was very close to target.  Top 25% in UK ISB for “Integration” measures (and Top 10% overall) KPI would be updated when the next data set became available.  **People First**  35% of academic staff to have international experience KPI appeared to be on target, following an internal audit  The QoWL had not run due to the pandemic but the previous data showed reasonable progress against the KPI to be in the sector upper quartile for engagement and satisfaction  The University was on target to be in the QoWL sector upper quartile measure for good management practice  Senate noted the intention to run the QoWL again this academic year.  **Financial Sustainability**  Minimum 9% of total income as cash generation for sustainability and investment KPI was on target. 2021 had been a good year.  Performance against the HESA Security Index KPI was noted as a strength and the University was estimated to be in the upper quartile in 2021.  The KPI to deliver a 3% annual underspend against the devolved revenue budgets had been met.  **Growth and Efficiency**  5% pa growth in overall taught-student fee income had seen a strong performance under the circumstances, although it had not been met, the situation was remediable.  The KPIs around estate condition and functionality were being met.  Digital transformation had led to significant savings in managing sickness and annual leave. User satisfaction with these processes had moved forward dramatically. Senate noted that the cost per transaction of booking annual leave had dropped to one third of previous costs.  Senate also noted highlights of feedback from the recent Digital Insights survey with a positive response from students, professional services staff and academic staff  **Overall**  Senate noted a mixed picture. The main area of concern was the NSS KPI, where the University needs to work hard to improve performance in this area. Thanks were expressed to all staff and students for their efforts so far.  **Resolved:** to recommend to Council the proposed changes to KPIs detailed above. |  |
|  | **UNIVERSITY NEWS**  Members were briefed on a range of news from around the University including the following items:   * Professor Parik Goswami has joined an advisory board for a global and expert-led initiative known as Textiles 2030 that will see UK’s fashion industry leaders work together to make the sector more sustainable. * Dr Ertu Unver and his team have been involved in an international project to develop a device that may prevent or reduce numbness and pain caused by certain types of anti-cancer therapy. * West Yorkshire Mayor, Tracy Brabin, visited The 3M BIC to experience the value of investing in businesses as she develops plans for a continued commitment to boost innovation across the region. * The Centre for Precision Technologies had received a £3M grant for to advance machinery design and performance. * Collaboration between Professor Rakesh Mishra and a local engineering firm was rated ‘Outstanding’ by Innovate UK. * Artificial Intelligence Skills Bootcamp had been launched to connect people to employment. * Dr Hyunkook Lee had been elected as Governor of the Audio Engineering Society. * The Archaeogenetics Research Group led by Professor Martin Richards had used Ancient DNA analysis in medieval Spain to identify the Segorbe Giant. * Professor Heather Clark was among the finalists for Pulitzer Prize for her Sylvia Plath biography ‘Red Comet’. * Professor John Allport is representing the University on the Kirklees Climate Commission. * The University had launched a diversity mentoring scheme with a number of higher education institutions across Yorkshire. * Appointment of Dr Andrew Lockey as Visiting Professor of Emergency Medicine. * Two prestigious achievement awards for Professor Anne Gregory. * The University’s innovative approach to helping students find work after graduating had seen the institution win the best university employability strategy award at the *National Graduate Recruitment Awards 2021.* * Our students had triumphed at Game Republic’s Showcase Awards for the third year running by winning all of the design-related prizes. * Dr Melanie Rogers had been named as National Teaching Fellow. * Sovereign Design House came top in Huddersfield Design Awards, winning the category for Best Refurbishment as well as being named ‘Overall Winner’. * Honorary Doctorates for January 2022 were announced (confidential). |  |
| **TO CONSIDER:** | | |
|  | **TERMS OF REFERENCE AND MEMBERSHIP OF SENATE**  The Terms of Reference were unchanged from last year. The membership list would be further updated to reflect the inclusion of Dr Liz Bennett representing EPD. It was noted that Dr Warren Gillibrand was representing HHS until a permanent member was nominated.  **Resolved:** to approve the terms of reference and membership of Senate. | [SEN\_2021\_11\_03\_P7](https://unifunctions.hud.ac.uk/COM/University-Committees/Senate/SEN_2021_11_03_P7.pdf?Web=1) |
|  | **ACADEMIC GOVERNANCE**  Senate considered the annual report to Governance and Membership Committee.  Queries were raised in relation to:  Appendix V and the higher-than-average rates of academic misconduct, particularly in School of Applied Sciences. It was thought that this was probably due to moving assessments online during lockdown. It was noted that the academic misconduct quiz had been updated each year. A UTLC working group had been set up to look at assessment security issues.  Appendix I: The abbreviation of EE which was clarified as relating to External Examiners.  Appendix VI  Whether international students had been informed of the appeals process. It was confirmed that communications had been sent out to all students during this difficult period.  Appendix VII  Whether the reasons were known for the relatively large number of withdrawn students in 2020/21. It was thought that this was mainly due to the difficult environment caused by the pandemic.  **Resolved:** to recommend the Draft Annual Academic Governance Report for consideration by Governance and Membership Committee. | [SEN\_2021\_11\_03\_P8](https://unifunctions.hud.ac.uk/COM/University-Committees/Senate/SEN_2021_11_03_P8.pdf?Web=1) |
|  | **DIFFERENTIAL ATTAINMENT**  Senate noted the report followed a review of the impact of alternative assessments on degree outcomes for under-represented and disadvantaged groups. In order to build on the achievements already obtained, a number of Teaching and Learning projects would be going ahead during the academic year 2021-22 and beyond.  **Resolved:** to approve the Differential Attainment report. | [SEN\_2021\_11\_03\_P9](https://unifunctions.hud.ac.uk/COM/University-Committees/Senate/SEN_2021_11_03_P9.pdf?Web=1) |
|  | **HONORARY AWARDS**  Members were updated on the Honorary Award proposals for 2021 and were reminded that the names of those nominated were to be kept strictly confidential until formally announced by the University.  **Resolved**: to recommend the nominations to Council. |  |
| **TO NOTE:** | | |
|  | **ENROLMENTS AND APPLICATIONS FOR SEPTEMBER 2021**  Members were briefed by the Deputy Vice-Chancellor.  on the status of enrolments for September 2021 and student applications for 2022. In particular it was noted that:  September 2021:  Home UG Year 1 student enrolment had improved slightly  September 2022:  Home UG student applications were encouraging. While headline figures were relatively positive compared to last year, they masked considerable variation across Schools. In terms of recruitment for 2022, the importance of upcoming Open Days was noted, the next being on Saturday, 06 November. |  |
|  | **REPORTS FROM THE PRO VICE-CHANCELLOR (INTERNATIONAL)**   * 1. **Update on international enrolments & recruitment**   The Pro Vice-Chancellor (International) informed members that this had been a challenging year and thanks were given to colleagues (International Office and Schools) for responding so well to changing circumstances. September recruitment was showing a positive increase, with the highest number of applications being from China, followed by Nigeria and India.  There had been some student number losses last year due to the pandemic; it was hoped that the impact would be less this year.  International student applications were up by an impressive rate for January, the strongest countries being Nigeria, India and Pakistan. It was noted that a regional office had opened recently in Pakistan to support recruitment in this market.  The general shift in international attention from UG to PGT was noted, as was the need to encourage PGT students to consider moving on to postgraduate research following successful completion of the taught masters.  .   * 1. **Update on World University Rankings (KPI)**   It was noted that workshops had been held with Schools, targeting building our reputation with peers and employers and focusing on our citation strategy. The University had been included in the Times Higher Education Young University Rankings 2021, which lists the world's best universities that are 50 years old or younger.   * 1. **Update on international research partnerships**   The support for Schools to improve their performance had been restructured following the pandemic. School bids for funding were due by the end of the month and a key focus was to encourage academics from other institutions to visit the excellent facilities at the Huddersfield campus.   * 1. **Update on international student experience**   The International Student Experience Group has been reconstituted and refocused on employability and mobility with funding from the Turing Scheme 2021/22 and Santander Mobility Support 2021/22.   * 1. University International Committee - Summary of the meeting held on 20 October 2021 | [SEN\_2021\_11\_03\_P12.5](https://unifunctions.hud.ac.uk/COM/University-Committees/Senate/SEN_2021_11_03_P12.5.pdf?Web=1) |
|  | **REPORTS FROM THE PRO VICE-CHANCELLOR (RESEARCH AND ENTERPRISE)**   * 1. **Research Integrity Annual Statement**   The Pro Vice-Chancellor (Research and Enterprise) presented the Annual Statement, confirming that the University remained compliant with the Concordat to Support Research Integrity 2020-21.   * 1. **An update on Preparations for the REF**   Following submission, the results were due to be announced on 09 May 2022 and would be distributed publicly on 12 May with the attendant QR funding available for the 2022/23 academic and financial year.   * 1. **University Research Committee**   **Summary of the meeting held on 14 September 2021**  A number of significant improvements had been made to the PGR quality assurance and regulatory frameworks;   * 1. **Update on R&E KPI performance**   The Vice- Chancellor had covered KPIs under Chair’s Business. | [SEN\_2021\_11\_03\_P13.1](https://unifunctions.hud.ac.uk/COM/University-Committees/Senate/SEN_2021_11_03_P13.1.pdf?Web=1)  [SEN\_2021\_11\_03\_P13.3](https://unifunctions.hud.ac.uk/COM/University-Committees/Senate/SEN_2021_11_03_P13.3.pdf?Web=1) |
|  | **SCHOOL BOARD SUMMARIES**  The summaries of the following School Board meetings were noted:   * 1. AS – 12 October 2021   2. AH – 13 October 2021   3. CE – 12 October 2021   4. EPD – 13 October 2021   5. HBS – 25 October 2021 (deferred)   6. HHS – 29 September 2021 | [SEN\_2021\_11\_03\_P14](https://unifunctions.hud.ac.uk/COM/University-Committees/Senate/SEN_2021_11_03_P14.pdf?Web=1) |
|  | **GRADUATE BOARD SUMMARY**  The summary of the meeting held on 01 September 2021 was noted. | [SEN\_2021\_11\_03\_P15](https://unifunctions.hud.ac.uk/COM/University-Committees/Senate/SEN_2021_11_03_P15.pdf?Web=1) |
|  | **UNIVERSITY COUNCIL MINUTES**  The University Council minutes of 8 July 2021 were noted. | [SEN\_2021\_11\_03\_P16](https://unifunctions.hud.ac.uk/COM/University-Committees/Senate/SEN_2021_11_03_P16.pdf?Web=1) |
|  | **WHISTLEBLOWING REPORT**  The Whistleblowing Report for the period 2020/21 was received and noted. No Whistleblowing concerns had been reported for the period 1 August 2020 to 31 July 2021 or to date. It was noted that the University had other informal and informal mechanisms to receive comments, compliments, and complaints. Minor revisions to the policy would be submitted to Council for approval. | [SEN\_2021\_11\_03\_P17](https://unifunctions.hud.ac.uk/COM/University-Committees/Senate/SEN_2021_11_03_P17.pdf?Web=1) |
|  | **STUDENT MATTERS**  A verbal summary of key student matters arising since the previous meeting:   * 1. **Volunteer training**   Training was being provided in key areas such as EDI, public speaking and First Aid. 200 students had already received this training and there would be another session in January for another 200 students. International students were also participating in this. Excellent feedback had been received from participants.   * 1. **Timetabling**   Issues with late changes to timetables were noted. The NHS had sent out placement notifications 6 weeks late and this had led to delays, with implications for those with part-time jobs and childcare responsibilities. Occasional problems were noted between the mix of online and campus sessions which were sometimes inconveniently scheduled.  It was noted that the PVC (T&L) was leading a working group to consider these issues and look for improvements. Students would be invited to feed into this project.   * 1. **Return to Campus**   A number of challenges were noted:   * Students had asked for designated quiet spaces as some were anxious about high traffic areas. This request had yet to be resolved * Students who lip-read could not do this when lecturers were wearing non-transparent masks. * The cashless campus was problematic for some international students whose card issuers were charging for these transactions. The Director of Estates and Facilities would liaise with the SU President to follow up. * Confusion around flexibility of timetabling on Wednesday afternoons. The SU requested greater clarity in regulation/policy. |  |
|  | **EMERGENCY REGULATIONS**  The Director of Registry reported that these were still in effect.  **Resolved:** Senate approved the proposal that the emergency regulations remain in place for the academic year 2021-22. | [SEN\_2021\_11\_03\_P19](https://unifunctions.hud.ac.uk/COM/University-Committees/Senate/SEN_2021_11_03_P19.pdf?Web=1) |
|  | **DEAN’S SIGN-OFF ON RESOURCE: VALIDATION PAPERWORK UPDATE**  The Director of Registry confirmed that the validation paperwork had been amended with respect to Dean’s sign-off. Deans are now prompted to consider administrative and technical resource, as well as academic, when confirming that their School has the resources to deliver the proposal. |  |
|  | **TEACHING AND LEARNING INNOVATION UPDATE**  Updates on good practice were received from:   * The School of Computing and Engineering: Prof Steve Donnelly on School innovations in curriculum and assessment design * The School of Education and Professional Development: Dr Liz Bennett on initiatives which were fostering a sense of belonging. |  |
|  | **REPORTS FROM THE PRO VICE-CHANCELLOR (TEACHING AND LEARNING)**   * 1. **NSS and HSS**   The Pro Vice-Chancellor (T&L) reiterated concerns about recent NSS performance. However, Senate noted that some areas did very well and were to be congratulated. Geography and Youth and Community Work were mentioned in particular, with 100% satisfaction rates. There were plans for improved communications between staff/students, staff/staff and students/students.   * 1. **TEF**   The consultation had not yet happened and would possibly take place in summer 2022 unless deferred further.   * 1. **Teaching and Learning Strategy and Enabling Projects**   There had been some changes due to the pandemic. Various projects were being re-engaged such as Student Voice and Community Work.  22.4 **University Teaching and Learning Committee**  22.4.1Summary of the meeting held on:22 September 2021 | [SEN\_2021\_11\_03\_P22.4](https://unifunctions.hud.ac.uk/COM/University-Committees/Senate/SEN_2021_11_03_P22.4.pdf?Web=1) |
| **OTHER BUSINESS** | | |
|  | **ANY OTHER BUSINESS**   * 1. **E-Learning**   The Dean of Graduate School reported on a Linguistics FutureLearn 4 week course attended by 959 students from 96 countries.   * 1. **Dr Tracy Turner**   Senate noted the forthcoming retirement of the Interim Director of Research and expressed thanks for her contribution to the committee. |  |
|  | **AVAILABILITY OF AGENDA, PAPERS AND MINUTES**  **Resolved:** to exclude the following papers or minutes from the public version under Standing order 11.8: none. |  |
|  | **DATES OF NEXT MEETINGS**  09 March 2022 9.30am venue TBC  22 June 2022 9.30am venue TBC |  |