

SENATE

Minutes of the meeting held on 1 May 2024

Members:	Professor Shirley Congdon (Chair)	Nasreen Akhtar	Professor Prathivadi Anand	
	Professor Udy Archibong	Professor Marina Bloj	Dr Emma Brown	
	Professor Felician Campean	Professor Engobo Emeseh (for Dean of FoMLSS)	Alison Hartley	
	Zak Hughes	Professor Rob James	Dr Benjamin Jennings	
	Craig Johnson	Dr Rhys Kelly	Dr Jing Li	
	Bryan Lightowler	Professor Fiona Macaulay	Jonathan Marsden	
	Dr William Martin	Dr Anne Miller (to M108)	Hafsah Munir	
	Colin Pickles	Professor Martin Priest	Abdus Samad Bin-Sarfraz	
	Tim Squire-Watt	Dr Pete Twigg	Paul Watson	
	Professor Andrew Wilson	Professor Alastair Wood		
	In attendance:	Martin Conway	University Secretary	
		Steve Gilley	Director of Infrastructure	
		David Harris	Director of People Culture and Wellbeing	
Andrew Lang		Chief Finance Officer (to M105)		
Professor Sankar Sivarajah		Dean, School of Management		
Professor Alastair Goldman		Director of Local Activity Partnerships (M99 only)		
Claire Pryke		Associate Director, Outreach, Recruitment and Admissions (M103 to M105 only)		
Chris Kaushal-Bolland	University Growth and Sustainability Manager (M106 to M107 only)			
Katherine Wass	Committee Secretary			
Apologies:	Professor Maryann Hardy	Mozalfa Ilyas	Professor Zahir Irani	
	Yakubu John	Immar Khan	Professor Iqbal Mujtaba	
	Amit Rana	Professor Amir Sharif	Iqra Tabassum	
	Samina Karim	Louise Wem	Elaine Wilkinson	

96.23-24 **Welcome and Apologies (Oral report)**

- 96.1 The Chair welcomed everyone to the meeting noting the apologies that had been received.
- 96.2 The Chair also welcomed Martin Conway as the new University Secretary and noted that Dr William Martin was now attending as the new Dean of the Faculty of Health Studies.
- 96.3 The Senate was advised that Professor Udy Archibong would leave the meeting early to receive an Assistant Chief Constables Commendation for her work tackling violence against

women and girls in Bradford. The Senate welcomed the new members and expressed its congratulations to Professor Archibong on the award.

97.23-24 **Vice-Chancellor update report (oral report)**

- 97.1 The Vice-Chancellor provided Senate with an update of recent activity. It was noted that whilst the NIRH Mental health research bid had not been successful the presentation had been well received and resulted in an out of cycle invitation to bid for a smaller leadership award.
- 97.2 One of the University's candidates had been selected for interview for round eight of the UKRI future leaders fellowship scheme. Two further submissions were being developed for submission in June.
- 97.3 The University had also signed an agreement following an invitation to become part of the Santander Universities programme, among other things this agreement provided access to grants, scholarships and internships for students.
- 97.4 The Vice-Chancellor expressed thanks to all involved in the delivery of the Applicant Experience Day and the UNify Festival community day that were held on campus on 27 April. Both events were very well attended.
- 97.5 The Senate was reminded that the Mutually Agreed Resignation Scheme window had opened and would close on 15 May. At its last meeting Senate received an update from the Chief Finance Officer on the financial forecast and work continued to achieve the cost savings that were needed. Senate was assured that while staff costs were the main challenge new post requests were being considered to ensure that business critical vacancies were approved where necessary.

98.23-24 **Minutes of the meeting 13 March 2024 (Doc SEN096/23-24)**

- 98.1 The Vice-Chancellor advised that some comments had been received on the minutes that had resulted in minor changes being made.
- 98.2 The Committee **approved** the minutes subject to this action.
- 98.3 SECRETARY'S NOTE: The updated approved minutes of the meeting in March were circulated on the 2 May 2024 and are available from: [SEN096-3224-Senate-Mins-13Mar2024-v1a-updated.pdf](#)

99.23-24 **Access and Participation Plan development and progress (Doc SEN097/23-24)**

- 99.1 The PVC Equality, Diversity and Inclusion provided an overview of the report expressing thanks to everyone who had been involved in delivering the current Access and Participation Plan (APP). The lessons learned from this were being built into the development of the new submission.

- 99.2 Professor Goldman, Director of Local Activity Partnerships, provided Senate with an overview of the progress that had been made in the development of the APP noting that there were four workstreams and a core 'finishing team' dedicated to pulling the final submission together and completion was on track for submission at the end of July 2024.
- 99.3 The Senate discussed the report and noted that the approval timeline needed some review to ensure Committees were able to validate the hard work that had been done. Senate was assured that a second group, other than the finishing team, were being asked to review the submission ahead of a final draft being made available.
- 99.4 **ACTION: Review the governance approval timeline with the Head of Governance. Director of Local Activity Partnerships**
- 99.5 The Senate also discussed the level of staff consultation that had been undertaken. It was agreed that the submission would be shared with TUUG.
- 99.6 **ACTION: Share draft APP submission with TUUG as part of the review process. Director of Local Activity Partnerships/Director People Culture and Wellbeing**
- 99.7 The Senate noted that the Office for Students required evidence of support for APP activity and the importance of clear reporting on funding and activities to ensure this was possible. The PVC Equality Diversity and Inclusion advised Senate there was a mechanism through which annual modifications could be submitted to the Office for Students should this become necessary.
- 99.8 The Senate noted the update on the APP submission and the progress that had been made in its development.

100.23-24 **KPI report (Doc SEN098/23-24)**

- 100.1 The Chief Finance Officer provided Senate with an overview of the report noting that there had been changes in relation to space and energy use. The Director of Infrastructure advised that more stretching targets were being looked at for these areas to ensure they remained relevant.
- 100.2 The Senate was advised that the KPIs were being reviewed in line with the revised strategic priorities as identified by Executive Board. This was expected to result in sixteen high level KPIs that would be underpinned by a broader suite of measures.
- 100.3 The Chair advised that the strategic priorities would be presented to an informal briefing of Senate that was taking place on the 19 June. This would enable sharing of areas and associated priorities.
- 100.4 **ACTION: Strategic priorities presentation to informal briefing of Senate 19 June 2024. Committee Secretary/Chief Finance Officer**

101.23-24 **Timetabling software and process (Doc SEN121/23-24)**

- 101.1 The Interim Academic Registrar provided an update on the timetabling software upgrade noting that the start of the upgrade had been delayed, the effect of which was a delay in completing the timetabling process.
- 101.2 The timelines in the paper were highlighted, and academic colleagues were asked to assist the Timetabling Team, over what would be a tight timeframe, to deliver timetables to students on time.
- 101.3 The Senate discussed the amendment period noting the extension that had been given to the 22 July. There were a number of legacy issues that needed to be resolved to ensure that staff had a full year timetable available to facilitate more effective planning.

102.23-24 **Faculty Risk Oversight (Doc SEN099/23-24-SEN101/23-24)**

- 102.1 The Deans presented an overview of key academic and research related risks in their faculties, highlighting key mitigations and issues that needed further consideration.

Faculty of Engineering and Digital Technologies (Doc SEN099/23-24)

- 102.2 The Senate was provided with an overview of mitigating actions that had been undertaken and the Chair requested that a report be submitted to Executive Board in relation to the impact of RAAC on the delivery of programmes, research, and assessment and the potential options to resolve this.

- 102.3 **ACTION: Report to Executive Board on the impact of RAAC on the faculty offer and options to resolve. Dean FoEDT**

Faculty of Health Studies (Doc SEN100/23-24)

- 102.4 The Senate was advised that a risk in relation to radiation exposure monitoring via badges had arisen as a result of some misunderstanding in relation to background readings. Action had been taken to understand what had happened and to ensure students were fully aware of the importance of using their monitors at all times. It was noted that this risk had been reported to Audit Committee and there was a need to ensure that this was updated on all records.

Faculty of Life Sciences (Doc SEN101/23-24)

- 102.5 The Senate was advised that following reported health and safety issues significant activity had been undertaken to ensure each laboratory had an identified lead and accountability and a regular audit programme had been implemented to ensure all was as it should be.
- 102.6 The Senate discussed the workload allocation for research and noted that Dr William Martin would ensure all comments were taken to the Workload Model Group to ensure consistency of approach. It was important that unilateral action was not taken on this. The Workload Model would be reported to Senate as part of the usual annual review process.

103.23-24 Student Recruitment update (Doc SEN102/23-24)

- 103.1 The Associate Director, Outreach, Recruitment and Admissions provided an overview of the report noting that 80% of expected applications had been received and the conversion plan was being followed. Three Applicant Experience Days had taken place with the most recent taking place on 27 April at the same time as the UNIFY Festival receiving very good feedback and a high number of attendees. Planning for Clearing was well underway, applicants had a deadline of 6 June to accept their offers and a better picture of Clearing targets would be available after this date.

- 103.2 The Senate was advised that the Migration Advisory Committee was due to report on its review of the graduate visa route on 14 May and this had the potential to impact on international applications. In the meantime, significant follow up and conversion activity was taking place and the deadline for deposits from international students had been extended to the 4 August.

- 103.3 The Senate discussed the report and whether export controls had been factored in for countries such as China given there were some specific institutions that were of interest from a Government perspective. It was noted that this was an area of emerging concern that related to transfer of knowledge between countries that could be used for dual purposes and the need to review compliance with legislation that changed in late 2021, China and Iran being of particular focus at the present time. The Chair advised this was being reviewed to understand how best to ensure all were aware of the activity that would be needed.

104.23-24 University of Bradford International College (UBIC) recruitment update (Doc SEN103/23-24)

- 104.1 The Associate Director, Outreach, Recruitment and Admissions provided an overview of the report noting 41 CAS letters had been issued for the April Pre-Masters intake and 32 had enrolled with the remainder having deferred to June. New applications for June were still being received and thus far was performing better than had been expected and higher than target.

- 104.2 The Senate noted the good progress made in relation to attainment, attendance and progression activity.

105.23-24 [REDACTED]

105.1 [REDACTED]

105.2 [REDACTED]

105.3

[REDACTED]

105.4

[REDACTED]

Note: The above minutes have been redacted as they are considered to be exempt information as defined by section 43 (2) of the Freedom of Information Act 2000 which covers commercial interests.

106.23-24 **Portfolio Lifecycle (Presentation)**

106.1 The PVC Learning Teaching and Student Experience presented a reminder of the portfolio lifecycle for Senate members noting it linked to strategic priorities and items that were on the agenda for this meeting.

106.2 The Senate discussed the presentation noting the challenges being faced transitioning to the new process and the need to review academic governance to ensure it was fit for purpose for the future.

106.3 It was noted that the lifecycle represented a more agile approach, and this supported a more creative and innovative approach that would take some time to embed. The ADLT Faculty of Health Studies advised they had used the new process for short courses as well as longer programmes and it had supported both.

106.4 The Senate was advised that the Portfolio Oversight Group was evolving and would work with the University Secretary to ensure appropriate governance arrangements were in place.

107.23-24 **Situational Analysis of Pipeline Programmes (Doc SEN104/23-24)**

107.1 The University Growth and Sustainability Manager presented the report noting it was the fifth such update and provided a summary of the two waves that had been undertaken. It was noted that programmes that had been rejected from the two waves could be reconsidered at iteration phase.

107.2 The Senate was advised that there were no current plans for a third wave and as such the model could move to a business-as-usual process facilitated within the Faculties. It was noted there was a greater need to focus on undergraduate programmes to facilitate growth plans.

107.3 It was noted that the waves had created a spike in activity, and this was counter to the approach now being taken which aimed for a continual process.

107.4 There was some discussion about market insight data and a presentation on this topic would be welcome either to a meeting of Senate or via an informal briefing.

107.5 **ACTION: Arrange for Safina Taj to deliver an informal briefing on market insight data.**
Committee Secretary

108.23-24 **Corporate Risks – Quality, Research and Student Experience (Doc SEN105/23-24)**

108.1 The University Secretary provided an overview of the report highlighting the informal briefing of Senate that had taken place on the 17 April and the importance of reflecting on the risks and levels of assurance that were being provided as part of the wider context. It was important that the assurances provided reflected reality.

108.2 The Senate was advised that a thoughtful approach was being taken and the level of information provided was good and the University Secretary would work with the Risk Oversight Group to continue to develop this area.

108.3 The importance of learning lessons from “near misses” was discussed and it was noted that this was already happening to a degree via event reporting. This process provided a low bar for events to be reported on so that action could be taken early. There had however been some recent examples that had caused concern, and these were being reported to Senate.

109.23-24 **Curriculum architecture & credit practice framework (Doc SEN106/23-24)**

109.1 The PVC Learning Teaching and Student Experience provided an overview of the framework noting it had been endorsed by Learning and Teaching Committee and that the Equality Impact Assessment had been provided.

109.2 The Senate was advised that the framework established of a different approach for curriculum development that would be more efficient, and effective as well as providing a more cost-effective approach than was currently used.

109.3 The Senate noted that the EIA had not been signed by the EDI Committee Chair and noted it was important to ensure that due process was followed.

109.4 The recommended approach was discussed including:

- Visibility of the impact at faculty level would be of value.
- Post-Graduate Taught delivery
- Whether cohort size would be set at programme or module level.
- Links to internationalisation activity
- Impact on partnerships

109.5 The PVC Learning Teaching and Student Experience advised that the size of cohort was connected to the programme design and delivery process. It was also acknowledged that the framework provided for formal variances that would account for programmes that exceptionally required different design. The need for change was reinforced and the aim of this framework was to provide a basis from which this could take place.

109.6 The Senate **approved** the framework by a majority of those present noting the feedback that had been provided and the areas that had been highlighted for further activity.

110.23-24 **Report from Learning and Teaching Committee (Doc SEN107/23-24)**

110.1 The PVC Learning Teaching and Student Experience provided an overview of the report from Learning and Teaching Committee highlighting the recommendation to approve the following programme titles for withdrawal:

- BSc Applied Artificial Intelligence
- MSc Automotive Systems Engineering
- Postgraduate Diploma in Psychology
- MSc Occupational Science
- MSc Rehabilitation Studies (Continence for Physiotherapists)
- Postgraduate Diploma Continence for Physiotherapists
- Postgraduate Certificate Continence for Physiotherapists
- Master of Public Health (Part Time)
- Postgraduate Diploma Public Health (Part Time)
- Postgraduate Certificate Public Health (Part Time)
- Postgraduate Certificate Critical Care
- Certificate of Continuing Education Critical Care
- BSc Clinical Nursing Practice
- MSc Rehabilitation Studies (Physiotherapy in Women's Health)
- Postgraduate Diploma Physiotherapy in Women's Health
- Postgraduate Certificate Physiotherapy in Women's Health

110.2 The Senate was advised that the EIA reports had been circulated and this was something that had been reinforced as part of recent process improvements. It was noted that there would be benefit in developing a specific EIA for this process. The PVC Learning Teaching and Student Experience agreed to take this forward with the Portfolio Monitoring Group and feedback via Learning & Teaching Committee.

110.3 **ACTION: Portfolio Monitoring Group to take updated EIA process for withdrawal of programme titles to Learning and Teaching Committee. PVC Learning Teaching and Student Experience**

111.23-24 **Applications for Honorary, Visiting and Emeritus Professors (Doc SEN108/23-24)**

111.1 The Senate considered and **approved** the Honorary Professor appointment for Professor Anne Graham in the Faculty of Life Sciences for a period of 3 years with effect from 19 June 2024.

111.2 The Senate considered and **approved** the renewal of the Emeritus Professor appointment for Professor Greg Watts the Faculty of Engineering and Digital Technologies for a period of 3 years from the 1 January 2025.

112.23-24 Safeguarding & prevent update (Doc SEN109/23-24)

- 112.1 The PVC Learning Teaching and Student Experience presented the regular update to Senate noting that the outcome of a return to the OfS was expected shortly.
- 112.2 The Senate was advised that the Safeguarding Policy was being reviewed and when presented to the next meeting of Senate for approval it would include a training framework to ensure institutional awareness.
- 112.3 **ACTION: Present Safeguarding Policy and training framework to Senate for approval. PVC Learning Teaching & Student Experience.**

113.23-24 [REDACTED]

113.1 [REDACTED]

113.2 [REDACTED]

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114.23-24 People Matters (Doc SEN110/23-24)

- 114.1 The Director of People Culture and Wellbeing provided an update on employee engagement activity and that the timing of the Pulse Survey had been discussed with Deans and Directors. It was confirmed that these surveys would be done on a more frequent basis in future, removing pressure on a single point in time and enabling a focus on getting beneath the data to gain genuine insights.
- 114.2 The attention of Senate was drawn to the presentation on the Bradford Academic Review, and Members were invited to provide feedback on this as appropriate.

115.23-24 Results days and results clinics (Doc SEN111/23-24)

115.1 The Senate received and noted the report.

116.23-24 Report from Research & Innovation Committee (Doc SEN112/23-24)

116.1 The Senate received and noted the report.

117.23-24 **Matters arising and action tracker (Doc SEN113/23-24)**

117.1 The Senate received and noted the report.

118.23-24 **Engineering and Digital Technologies (Doc SEN114/23-24)**

118.1 The Senate received and noted the report.

119.23-24 **Health Studies (Doc SEN115/23-24)**

119.1 The Senate received and noted the report.

120.23-24 **Management, Law and Social Sciences (Doc SEN116/23-24)**

120.1 The Senate received and noted the report.

121.23-24 **Register of Interests (Doc SEN117/23-24)**

121.1 The Senate received and noted the report.

122.23-24 **Draft agenda for the meeting on 3 July 2024 (Doc SEN118/23-24)**

122.1 The Senate received and noted the report.

123.23-24 **Schedule of Business 2023-24 (Doc SEN119/23-24)**

123.1 The Senate received and noted the report.

124.23-24 **Terms of reference and membership 2023-24 (Doc SEN120/23-24)**

124.1 The Senate received and noted the report.

125.23-24 **Any other business**

125.1 Zak Hughes raised that communication had been issued about the closure of InPrint and Design. Clarification was requested on the plans that were being put in place to support the implications of this change, particularly ensuring that Procurement were aware of the needs of staff when identifying alternative options.

125.2 The Vice-Chancellor advised that the Chief Finance Officer was working with the Procurement Team to look at different options for the delivery of this service whilst highlighting the focus on reducing printing as part of the University's commitment to sustainability.

125.3 **ACTION: Provide update on the procurement of printing arrangements to Senate. Chief Finance Officer**

Secretary: Katherine Wass, Governance and Projects Officer

Date: 13 May 2024