

UNIVERSITY OF WARWICK

SENATE

OPEN MINUTES OF THE MEETING HELD 14:00, WEDNESDAY 1 JULY 2020

VIA MICROSOFT TEAMS

Present	Professor Stuart Croft	SC	Vice-Chancellor (Chair)
	Professor Jo Angouri	JA	Representative of the Assembly
	Professor Katherine Astbury	KA	Representative of the Board of the Faculty of Arts
	Chloe Batten	CB	Education Officer, Students Union
	Professor Daniel Branch	DB	Representative of the Board of the Faculty of Arts
	Dr Jane Bryan	JB	Representative of the Assembly
	Alice Churm	AC	Postgraduate Officer, Students' Union
	Professor David Davies	DD	Representative of the Board of the Faculty of Science, Engineering & Medicine
	Professor Chris Ennew	CE	Provost
	Professor Jon Forster	JF	Representative of the Board of the Faculty of Science, Engineering & Medicine
	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 Science, Engineering & Medicine
	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 Science, Engineering & Medicine
	Professor Ranko Lazic	RL	Representative of the Board of the Faculty of Science, Engineering & Medicine
	Professor David Leadley	DLe	Representative of the Board of the Faculty of Science, Engineering & Medicine
	Professor Andrew Lockett	ALo	Representative of the Board of the Faculty of Social Sciences
	Professor Emma Mason	EM	Representative of the Board of the Faculty of Arts
	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
	Ben Newsham	BN	President, Students' Union
	Professor Matt Nudds	MN	Chair, Faculty of Social Sciences
	Dr Stéphanie Panichelli-Batalla	SPB	Representative of the Board of the Faculty of Arts
	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 Lesley Roberts	LR	Representative of the Board of the Faculty of Science, Engineering & Medicine
	Professor Penny Roberts	PR	Chair, Faculty of Arts
	Professor Mike Shipman	MS	Pro-Vice-Chancellor (International)
Professor Jeremy Smith	JS	Representative of the Board of the Faculty of Social Sciences	
Professor Colin Sparrow	CS	Chair of the Board of Graduate Studies	
Professor Simon Swain	SS	Academic Vice-President	
Professor Pam Thomas	PTh	Pro-Vice-Chancellor (Research)	
Paul Trimmer	PTr	Representative of the Assembly	
Professor Ema Ushioda	EU	Representative of the Board of the Faculty of Social Sciences	
Professor Mike Ward	MW	Representative of the Board of the Faculty of Science, Engineering & Medicine	

	Professor Derrick Watson	DW	Representative of the Board of the Faculty of Science, Engineering & Medicine
	Jenny Wheeler	JW	Representative of the Assembly
Attending	Sophie Black	SB	Assistant Registrar (Governance) (minute taker)
	Megan Clarke	MC	Education Officer elect of the Students' Union (observing)
	Rosie Drinkwater	RD	Group Finance Director
	Shingai Dzumbira	SD	Postgraduate Officer elect of the Students' Union (observing)
	Helen Knee	HK	Director of Student Discipline and Resolution (for item 106b)
	Lara McCarthy	LMc	Head of Governance Services (support/presentations)
	Maureen McLaughlin	MMc	Director of Education Policy and Quality (Assistant Secretary)
	Luke Mephram	LM	President elect of the Students' Union (observing)
	Tony Pauley	TP	Interim Chief Information Officer (for item 106a)
	Rachel Sandby-Thomas	RST	Registrar (Secretary)
	Andrew Smith	AS	Finance Director (for item 108)
	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
103	<p>Welcome, Introductions and Apologies for absence</p> <p>Apologies for absence were received from Professor Geoff Lindsay and Dr Gavin Schwartz-Leeper.</p> <p>The Chair welcomed all and:</p> <ul style="list-style-type: none"> • Dr Stéphanie Panichelli-Batalla (School for Cross-Faculty Studies) to their first meeting of the Senate as a representative of the Arts Faculty Board. • Luke Mephram President elect of the Students' Union, observing • Megan Clarke, Education Officer elect of the Students' Union, observing • Shingai Dzumbira, Postgraduate Officer elect of the Students' Union, observing <p>The Chair extended the thanks of the Senate to the following members for their participation in and contribution to the work of the Senate at the end of their period of office:</p> <ul style="list-style-type: none"> • Professor Jo Angouri • Chloe Batten • Alice Churm • Professor Sudhesh Kumar • Professor Geoff Lindsay • Ben Newsham • Professor Lesley Roberts • Professor Jeremy Smith • Professor Mike Ward
104	<p>Declarations of Interest</p> <p>No new conflicts of interest were declared.</p>
105	<p>Minutes of meeting held on 10 June 2020</p> <p>The minutes of the meeting held on 10 June 2020 (105-S010720, Restricted) were approved.</p>
106	<p>Matters arising from meeting held on 10 June 2020</p> <p>a) Information Management Policies and Regulation 31</p> <p>The Chief Information and Digital Officer presented a report (106a-S010720, Restricted) on the updates made to the Information Management Policies since the previous meeting of the Senate, to reflect comments from Senators.</p>

The Senate was assured that all the policies would be reviewed after six months to reflect any changes needed due to operational constraints and that a report on the outcomes of the review would be brought to the January 2021 meeting of the Senate.

Members highlighted the importance of maintaining an accurate amendment history and version control records for the Policies as a result of any changes, following discussion at the Senate and subsequently.

It was noted that a statement regarding Equality Impact Assessment would be added to all the policies, as previously discussed.

The Senate was also informed that communications to staff and students regarding the policies would be made as part of the significant communications schedule that was underway for the overarching Information Security Change Programme.

The Chair thanked colleagues for their contribution to the work to update the policies since the last meeting.

DECISIONS: The Senate **approved:**

1. The Information Management Policies.
2. The revised Regulation 31 with immediate effect.

ACTIONS:

1. Equality Impact Assessment statement to be added to all the Policies.
2. Report following the six-month review of the Information Management Policies to be brought to the January 2021 meeting of the Senate.

b) Revisions to Regulation 27 On-Campus Residential Accommodation and Regulation 23 Student Disciplinary Offences

The Director of Student Discipline and Resolution presented a report (106b-S010720, Restricted) setting out the updates made to Regulation 27, the Regulation 27 Procedural Information and Sanctions Handbook and Regulation 23 following discussion at the last meeting of the Senate. These updates sought to ensure that it was explicit in the Regulations relating to student behaviour that, as a University community, there would be zero tolerance to racism, and that racism in any form would be dealt with as a serious offence.

In relation to the proposed revision to Regulation 23, the Senate was assured that although the revision proposed that the Director of Student Discipline and Resolution would be responsible for considering allegations for investigation if needed during the interim periods between the bi-weekly meetings of the Student Discipline Review Panel, all allegations and cases would continue to be discussed by the Panel.

The Senate agreed that annual reports on Student Conduct per se would usefully be received as an ongoing follow up to the Disciplinary Process and Values Implementation Plan updates (item 112 refers).

It was also agreed that a review of University policy and process be undertaken in relation to student drug use and possession and how these issues were handled across the institution.

DECISIONS: The Senate **approved:**

1. The revisions to Regulation 27 On-Campus Residential Accommodation
2. The minor revision to Regulation 23 Student Disciplinary Offences.

ACTIONS:

1. A report on Student Conduct to be presented to the Senate annually.
2. A review to be undertaken of University policy and process relating to student drug use and possession.

c) Steering Review

The Chair reported that following further consultation after the June 2020 meeting of the Senate, it had become clear that transitioning from the current constitution of the Steering Committee to the Policy Review Group was not necessarily the most appropriate way forward at the current time and further discussions regarding the future of Steering Committee would therefore continue over 2020/21.

Chair's Update

107

Chair's Business

The Senate received a report (107-S010720, Restricted) providing updates from the Chair under the following headings:

- HE Sector updates
- Institutional news
- Awards and promotions

A further verbal report from the Chair was also provided as follows:

a) Chair of the Academic Freedom Review Committee 2020-21

The Chair reported that Professor Saul Jacka had been confirmed as the Chair of the Academic Freedom Review Committee for the 2020-21 academic year. A report from the Academic Freedom Review Committee would be presented to the October 2020 meeting of the Senate.

ACTION: Report from the Academic Freedom Review Committee to be presented to the October 2020 meeting of the Senate.

b) Outcome of Elections

The Chair reported on the outcome of the recent calls for nominations and ballots for committee posts, as follows:

- Dr Naomi Waltham-Smith as Assembly Representative on Senate for a three-year term commencing 1 August 2020
- Professor Rachel Moseley as Senate representative on the Council for up to three years commencing 1 August 2020 subject to Professor Moseley's Senate term of office.
- Professor David Davies as Senate Representative on Steering Committee for the 2020-21 academic year.

The Chair congratulated the new post holders and thanked all for participating in the process and elections.

c) Alternative Examination Portal and Conclusion of the Summer Assessment Period

The Chair reported that the summer examinations season had concluded, marking a significant achievement in moving assessments online to the Alternative Examination Portal (AEP) what had originally been a timetable involving 1200 exams, 65000 sittings, 16000 students and 11 venues.

Thanks were extended to all those who had contributed to the successful development and roll-out of the AEP at short notice. The effort of professional services and academic staff, as well as the engagement from Warwick students had resulted in a positive first experience of assessment online. Feedback via a short online student experience survey was being sought and to date over 1500 responses had been received.

d) Approval of membership of Boards of Examiners for 2019/20 assessment period

The Chair reported that in accordance with Regulation 9.1 (1) Regulations Governing the Constitution of Boards of Examiners for First Degrees, the memberships of Boards of Examiners for the summer 2020 assessment period had been approved by Chair's action on behalf of the Senate by the Senate Sub Group.

e) Government Funding to Support Research

The Chair provided an update on the recent government announcement of a research stabilisation fund, to be scaled by the size of an institutions' non-publicly funded and institution-funded research. The Senate noted that uncertainty remained around the complexity of the definitions and conditions of funding.

Strategic Items

108

Financial Update – Summer 2020

The Senate received a presentation on the forecast outturn for 2019-20 and a one-year budget for 2020-21. The Group Finance Director highlighted as follows:

- [Exempt information not included]

- The key income risks for the 2020-21 financial year included a 50% assumed reduction of International (OS) and EU students, a drop in research income and a significant reduction in other operating income.
- [Exempt information not included]
- [Exempt information not included]

The Provost shared a high-level summary of the latest view on student numbers for September 2020 and highlighted as follows:

- Current forecasts and modelling were based on full time students through the standard UCAS route (not including Degree Apprentices or 2+2).
- Planning assumed that Home (H) student targets would be met, with 50% reductions of OS and EU students.
- Targets had been adjusted for Student Number Controls, which applied to H/EU students and included all Conditional Insurance accepts and Conditional Firm accepts prior to the June announcement. Although this allowed for additional headroom, campus capacity would need to be taken into account as a restricting factor.
- Postgraduate research (PGR) forecasts were more complex, with a large number of outstanding decisions and scholarship provision being a stronger driver.
- Forecasts were based on current applications/acceptances and adjusted historical conversion ratios. Two scenarios were presented indicating a moderate and high impact of an anticipated reduction in student numbers.
- The effect of the lowest point currently in the demographic dip was being felt on the 2020-21 intake, particularly at UG level. With flexibility at Confirmation and Clearing around “middles”, the potential existed to achieve better results than those suggested by the moderate forecast. However, concern remained around the precarious nature of EU and OS forecasts.
- For PGT, while there had been some increase in demand, the introduction of a deadline for acceptances to maintain engagement and encourage decision making, had resulted in earlier decisions and increased acceptances for OS.
- Current acceptance rates and the moderate impact would result in a favourable position compared to the planning assumptions, while the high impact would result in a less favourable position compared to assumptions. It was anticipated that the introduction of alumni scholarships would also mitigate against higher reductions in student numbers.

The Group Finance Director went on to highlight the following matters as follows:

- [Exempt information not included]
- [Exempt information not included]
- [Exempt information not included]
- While the University’s financial challenge was significant, Warwick’s resilience and ability to act quickly in recent weeks to identify savings was very positive. A full planning update would take place in the Autumn and there would be a financial plan update at the October 2020 meeting of the Senate.

It was highlighted that ideally IT spend would not be decreased and members were assured that the network replacement project was currently retained within the plan.

The Senate noted that the latest version of the financial plan would be presented to the Extended Leaders’ Forum on 6 July and to the Council at its meeting on 8 July, with wider communications planned after that date.

The Vice-Chancellor expressed thanks on behalf of the Senate to all those across the University working to achieve savings.

Substantive Items/Governance

109	<p>Establishment of the Academic Development Centre as an Academic Department</p> <p>The Pro-Vice-Chancellor (Education) presented the report (109-S010720, Restricted) proposing the establishment of the Academic Development Centre (ADC) as an academic department. The following key points were highlighted:</p> <ul style="list-style-type: none">• The majority of ADC activities focussed on working with academic staff and promoting and modelling evidence-based approach to teaching and learning. The proposal sought to convert ADC from a Professional Services Group (PSG) department, currently located within Organisation Development in Human Resources, into an Academic Resourcing Committee (ARC) autonomous department.• This would provide a similar status and improved alignment with the Warwick International Higher Education Academy (WIHEA) and the Institute for Advanced Teaching and Learning (IATL) and an even stronger affiliation of the work of ADC with the Education Strategy and academic departments.• The PVC (Education) would chair the ADC Advisory Group and interlocking governance would ensure more effective strategic and operational alignment between ADC, WIHEA and IATL.• Initial consultation with all ADC staff had taken place, with support for the proposal. Consultation with colleagues would be ongoing throughout the process and supported by HR.• Subject to Senate approval, the recommendation would go forward to the Council at its next meeting on 8 July 2020, and the department would be established with effect from 1 August 2020. <p>The diversity and synergies of the identities and functions of the three units (ADC, WIHEA and IATL) were discussed, and the Senate noted that there were no current plans for consolidation given the distinctive support each unit provided to the academic community. The proposed interlocking governance structures would allow for better alignment of the work of the three units under the Education Strategy, also allowing this important work to be presented more effectively.</p> <p>The Senate welcomed the proposal.</p> <p>DECISION: The Senate recommended to the Council the establishment of the Academic Development Centre as an academic department with effect from 1 August 2020.</p>
110	<p>Report from the Research Committee/Research Executive</p> <p>The Pro-Vice-Chancellor (Research) presented the report (110-S010720, Restricted) outlining the activities contributing towards the successful continuation of excellent research over recent months, under the following headings:</p> <ul style="list-style-type: none">• Research applications• Research awards• Fellowship successes• Expert comment• REF2021 preparations• Sustaining research at a national level <p>Following the announcement from UK Research and Innovation on the provision of support for costed extensions for UKRI-funded research students, engagement continued, led by the PVC (Research), with funding agencies, BEIS and Government.</p> <p>The Senate noted the significant number of successful applications for external research funding, research awards and successes in a variety of prestigious fellowship schemes and acknowledged the significant amount of work and support in achieving these. Members suggested that wider institutional communications on the research successes would be helpful in maintaining the profile of research across the institution.</p>

111	<p>Revisions to Regulations</p> <p>a) Revisions to Regulation 10 on Examinations and Regulation 11 Procedure to be Adopted in the Event of Suspected Cheating in a University Test</p> <p>The Senate noted that it was proposed to postpone discussion of the report (111a-S010720) and the revisions to Regulations 10 and 11. Although the suggested revisions had been brought forward initially in recognition of the shift to a dramatically greater number of online assessments in the recent summer assessment period, on subsequent reflection it was acknowledged that a wider and more holistic review of these regulations in relation to the wider framework by the Academic Integrity sub-group and other Senate sub-committees would be preferable.</p> <p>ACTION: Review of the examination regulations and guidance to be undertaken by the Academic Integrity Sub-group and reported back in autumn term.</p>
<i>Items below this line were for receipt and/or approval, without discussion.</i>	
Substantive Items / Governance II	
112	<p>Disciplinary Process and Values Implementation Plan Activity Update</p> <p>The Committee received and noted the report (112-S010720, Restricted).</p>
113	<p>Chairs Action Report</p> <p>The Committee received and noted the report (113-S010720) on approvals made by the Chair on behalf of the Senate since the last meeting of Senate held on 10 June.</p>
Committee Reports	
114	<p>Report from the Academic Resourcing Committee: Membership and Terms of Reference 2020-21</p> <p>The report (114-S010720) was received and noted.</p> <p>DECISION: The Senate approved the membership and terms of reference of the Academic Resourcing Committee for 2020-21.</p>
115	<p>Report from the Academic Staff Committee</p> <p>The report (115-S010720, Restricted) was received and noted.</p> <p>DECISIONS: The Senate approved:</p> <ol style="list-style-type: none"> 1) The membership of the Academic Staff Committee for 2020-21. 2) The membership of the Probation Review Group for 2020-21.
116	<p>Report from the Academic, Quality and Standards Committee</p> <p>The report (116-S100620) was received and noted.</p> <p>DECISION: The Senate approved a delay to the introduction of prescribed minimum and maximum periods of registration until the academic year 2021-22.</p>
117	<p>Report from the Committee on the Appointment of Heads of Department</p> <p>The report (117-S010710) was received and noted.</p>
118	<p>Report from the Research Governance and Ethics Committee</p> <p>The report (118-S010720, Restricted) was received and noted.</p>
119	<p>Joint Report from the University Executive Board and Steering Committee</p> <p>The report (119-S010720, Restricted) was received and noted.</p>
Other	
120	<p>Student and Alumni Deaths</p> <p>The report (120-S010720) was received and noted.</p>

121	Any other business There was no other business.
Next meeting: 14:00, Wednesday 7 October 2020	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
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
081b - Steering Committee Review (see also item 106c)	DECISIONS: The Senate approved:		
	1. The establishment, in principle, of a Policy Oversight/Steering Group, subject to further review and extension of the proposed terms of reference, to include a strong consultative remit as well as an instrumental role in the formation and development of University policy.		
	2. The Fees Working Group to report into the Finance and General Purposes Committee, University Health and Safety Committee to report into the University Executive Board and the Capital, Space and Amenities Group to report directly into the University Estate Committee.		
	3. The Sub-Group of Steering (Senate Sub Group), with authority to approve undergraduate and postgraduate taught pass lists, to become a direct sub-group of the Senate.		
	4. Approval of postgraduate research pass lists to returns to the Senate in the interim.		
	5. Chair's Action requests on behalf of Senate (for business previously delegated to the Steering Committee) to be considered via Senate Chair's Action.		
	6. Authority to invoke Regulation 41 to return to the Senate, with invocation authority also given to the University Executive Board when it is not feasible to hold a quorate meeting of the Senate.		
	ACTION: Update the proposed Policy Group's terms of reference to expand its role in the formation and development of policy as well as strengthen its consultative role.	Sharon Tuersley, asap	Complete
106a – Information Management Policies and Regulation 31	DECISIONS: The Senate approved:		
	1. The Information Management Policies.		
	2. The revised Regulation 31 with immediate effect.		
	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	Scheduled
106b - Revisions to Regulation 27 On-Campus Residential Accommodation and Regulation 23 Student Disciplinary Offences	DECISIONS: The Senate approved:		
	1. The revisions to Regulation 27 On-Campus Residential Accommodation		
	2. The minor revision to 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
109 - Establishment of the Academic Development Centre as an Academic Department	DECISION: The Senate recommended to the Council the establishment of the Academic Development Centre as an academic department with effect from 1 August 2020.		

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	To be scheduled
114 - Report from the Academic Resourcing Committee: Membership and Terms of Reference 2020-21	DECISION: The Senate approved the membership and terms of reference of the Academic Resourcing Committee for 2020-21.		
115 - Report from the Academic Staff Committee	DECISION: The Senate approved: <ol style="list-style-type: none"> 1. The membership of the Academic Staff Committee for 2020-21. 2. The membership of the Probation Review Group for 2020-21. 		
116 - Report from the Academic, Quality and Standards Committee	DECISION: The Senate approved a delay to the introduction of prescribed minimum and maximum periods of registration until the academic year 2021-22.		