



## THE SENATE

### Minutes

This paper presents the unconfirmed Minutes of the last meeting of the Senate held on Wednesday 11 June 2014 at The Open University, Walton Hall, Milton Keynes.

The Senate **approved** these Minutes as a correct record of the meeting.

Fraser Woodburn  
Secretary to the Committee

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Working Secretary to the Committee  
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## THE SENATE

Minutes of the meeting of the Senate held on Wednesday 11 June 2014 at 2.00pm  
in the Hub Theatre, The Open University, Walton Hall.

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### PRESENT:

#### 1) Ex officio

Mr Martin Bean, Vice-Chancellor  
Professor Tim Blackman, Pro-Vice-Chancellor (Research, Scholarship and Quality)  
Professor Musa Mihsein, Pro-Vice-Chancellor (Academic)  
Professor Belinda Tynan, Pro-Vice-Chancellor (Learning and Teaching)  
Professor Anne De Roeck, Dean, Faculty of Mathematics, Computing and Technology  
Professor Kevin Hetherington, Dean, Faculty of Social Sciences  
Professor Mary Kellett, Dean, Faculty of Education and Language Studies  
Mr Jeremy Roche, Dean, Faculty of Health and Social Care  
Professor David Rowland, Dean, Faculty of Arts  
Professor Hazel Rymer, Dean, Faculty of Science  
Professor Rebecca Taylor, Dean, Faculty of Business and Law  
Mr Keith Zimmerman, Director, Students  
Professor Patrick McAndrew, Director of the Institute of Educational Technology  
Mrs Nicky Whitsed, Director, Library Services

### Appointed

#### 2) Central Academic Units

##### Faculty of Arts

Dr Ole Grell	Dr Lynda Prescott
Dr Graham Harvey	Professor John Wolffe
Dr Paula James	Professor Suman Gupta

##### Faculty of Business & Law

Dr Kristen Reid	Mr Mike Phillips
Mr Alessandro Saroli	

##### Faculty of Education and Language Studies

Dr Uwe Baumann	Dr Steven Hutchinson
Professor Karen Littleton	Dr Tim Lewis
Mr Pete Smith	

##### Faculty of Health and Social Care

Professor Jan Draper	Dr Mary Twomey
Miss Christine Taylor	Mr Mick McCormick

##### Faculty of Mathematics, Computing and Technology

Dr David Bowers	Dr Tony Nixon
Professor Joyce Fortune	Dr Toby O'Neil
Mr Derek Goldrei	Dr Peter Robbins
Professor Andy Lane	Dr Nicholas Moss
Dr Mark Woodroffe	

**Faculty of Science**

Dr John Baxter  
Professor Monica Grady  
Dr Arlene Hunter

Professor David Rothery  
Dr Nick Rogers  
Dr Claire Turner

**Faculty of Social Sciences**

Dr Troy Cooper  
Dr Helen Kaye

Dr Hugh Mackay  
Dr Anastasia Economou

**Institute of Educational Technology**

Professor Agnes Kukulska-Hulme  
Dr Robin Goodfellow

Professor Eileen Scanlon

**3) Associate Lecturers**

Ms Janet Dyke  
Dr Isobel Falconer  
Dr Walter Pisarski

Dr Fiona Aiken (alternate)  
Mr Stephen Pattinson  
Mrs Frances Chetwynd

**4) Students Appointed by Open University Students Association**

Mr Josh Brumpton  
Mrs Marianne Cantieri  
Mr Jeferson de Oliveira

Ms Alison Kingan  
Dr Sandra Summers  
Mr David Humble (alternate)

**5) Academic-related Staff**

Ms Pat Atkins  
Miss Karen Bradbury  
Mr Mike Christensen  
Mrs Emir Forken  
Ms Sandi Guest  
Mr Martin Kenward  
Mr Billy Khokhar

Dr Christina Lloyd  
Mr Tony O'Shea-Poon  
Ms Clare Riding  
Ms Gill Smith  
Mr Michael Street  
Mr Jake Yeo  
Mr Mike Innes

**6) Co-opted members**

Professor Peter Scott  
Mr Christopher Goscomb  
Dr James Miller

Mr John D'Arcy  
Dr David Knight

**In attendance**

Mrs Dawn Turpin, Head of Governance  
Mrs Julie Tayler, Senior Manager, Governance (Working Secretary)  
Miss Teresa Coyle, Manager, Governance  
Dr Sharon Ding, Academic Director, Business Development Unit (Minute 17)  
Mr Guy Mallison, Director of Strategy (Minute 17)  
Dr Rachel Cragg, Director, Academic Planning and Resources (Minute 14)  
Miss Barbara Poniatowska, Acting Director, Learning and Teaching (Minute 15)  
Mr Paul Hollins, Project Officer, Learning and Teaching (Minute 15)

**Observing**

Mrs Dagmara Rochowski, University Secretary's Office  
Mrs Roz Allison, Communications

**APOLOGIES:**

**1) Ex officio**

Mr Christopher Rooke, Director, Learning and Teaching Solutions

**Appointed**

**2) Central Academic Units**

**Faculty of Business and Law**

Ms Carmel McMahon

Dr Sharon Slade

**Faculty of Education and Language Studies**

Ms Felicity Harper

Dr Jane Cullen

**Faculty of Health and Social Care**

Mrs Sue Cole

**Faculty of Mathematics, Computing and Technology**

Ms Maggie Holland

Dr Leonor Barroca

Mr Brendan Quinn

**Faculty of Science**

Dr Robert Saunders

**Faculty of Social Sciences**

Dr Richard Heffernan

Dr Raia Prokhovnik

Mr Matt Staples

**Other Central Units**

Dr Liz Marr

**3) Associate Lecturers**

Mr Bruce Heil

**4) Students**

Ms Jacqui Horsburgh

**6) Co-opted members**

Mr Rob Humphreys

**In attendance**

Mr Andrew Law, Director of Open Media Unit

**1 WELCOME**

The Chair welcomed Mike Inness, Faculty of Mathematics, Computing and Technology (MCT) to his first meeting of the Senate.

**2 MINUTES**

S-2014-02-M

- 2.1 With reference to Minute 5.6, the President, OU Students Association (OUSA), Marianne Cantieri, said that she had commented that 'students did not have access to a dashboard', not 'the (Institutional) Dashboard'. Students required a dashboard for the OUSA Forum. The Chair suggested that the Director, Students, Keith Zimmerman and Mrs Cantieri should meet to discuss this further.

**Action: Dir, S**

- 2.2 The Senate **approved** the minutes of the meeting of the Senate held on 2 April 2014, subject to the above amendment.

**3 MATTERS ARISING**

S-2014-03-01

- 3.1 Referring to minute 5.1, which stated that the Director, Students and the Pro-Vice-Chancellor (Academic) [PVC (A)], Professor Musa Mihsein, were reviewing both the advice provided to students regarding the completion of degrees by the end of 2016/17 and the current policy, a member requested more specific information on timescales. The Director, Students responded that guidance to students would be provided via StudentHome in time for the October 2014 presentations.

**Action: KZ**

- 3.2 With reference to paragraph 13 of the paper, an associate lecturer (AL) member asked how the Senate would be involved in the analysis to establish the optimal configuration of locations. The Director, Students replied that there would be a report on the progress made to date at the October 2014 meeting of the Senate.

**Action: KZ**

- 3.3 Members asked how the locations review would take account of the full breadth of academic activity and involve all stakeholders, both central and regional. Referring to the minutes of the Council meeting on 13 May 2014, a member observed that consideration had only been given to the impact of the closure of the East Grinstead office on services to students and not on the effect that it would have on the academic integrity of the material being delivered to students. The PVC (A) replied that he had been fully involved in the decision and that it was his responsibility to ensure that there was little or no impact on the academic support for students. Dean representatives and the Director, Academic Planning and Resources would ensure that the specific needs of the faculties were addressed in the review and the Senate would be involved as appropriate. In response to a further question, the PVC (A) confirmed that the review would think positively about the additional activities that might be undertaken by the regional offices, such as greater liaison with local employers.
- 3.4 One member commented that the basis of the costs savings to be made by closing the East Grinstead office had not been made transparent. Another member said that the closure would be a costly process, which would result in the loss of a significant number of qualified and experienced staff, who were not in a position to take up the option of relocation or redeployment.

- 3.5 A member thanked the PVC (A) for the time he had spent with staff at East Grinstead recently, but said that the regular visits of the closure project team had been insensitive. The lack of sight of the business case or cost-benefit analysis had delayed the formal negotiations with the Union, yet individual meetings with staff were about to commence. The PVC (A) apologised for any insensitivity; he would continue to offer regular support and would deal with any issues around the process. The implementation was in its initial stages and decisions had to be taken with individual staff. The Director, Students, added that advice had been sought from the unions about the best approach to take with staff, and the University would continue to engage with both staff and the unions.
- 3.6 A member said that the decision to close East Grinstead had demonstrated poor communication and less consultation than might have been expected. No clear business case had been provided, only broad statements. The review now planned suggested that there had been a lack on consideration for the implications of the closure and this had led to a lack of confidence in the senior team. Another member commented that it was only a few years previously that the former Director, Students, had informed the Senate that the student support review would not impact the regions; perhaps the options should have been considered at that time, but doing so now emphasised the lack of co-ordination and communication. A member observed that the implications for change management and University governance were significant; it was notable that fewer people had stood for places on University committees in the current elections. The PVC (A) said that lessons would be learned about future communications and assured the Senate that governance processes had been followed as appropriate.
- 3.7 A member commented that the justification of that decision seemed to impact on the future debate about the University's regional presence: the two issues had become mixed, when they should be separate. The PVC (A) explained that the announcement of the review had been made at the same time as the notice of the closure, in order to respond to the inevitable questions from other regions. It did not mean that the University was predicting the answer.
- 3.8 The Senate **noted** the responses to the matters arising.

#### 4 **REPORT FROM AND QUESTIONS TO THE CHAIR**

- 4.1 The Vice-Chancellor reported on:
- a) the death and legacy of Professor Colin Pillinger;
  - b) the tenth anniversary of the Centre for Electronic Imaging;
  - c) the Equality Through Innovation month taking place in July 2014;
  - d) the visit of the leader of the Labour Party, Ed Milliband, in connection with the OU becoming a Living Wage employer;
  - e) the inaugural conference of the Prison Learning Alliance, hosted by the Widening Access and Success services team;
  - f) two departmental Athena SWAN bronze awards, recognising the OU's support to women in science, technology, engineering, medicine and mathematics;
  - g) the South East Physics Network (SEPnet) award for Media and Communication to Natalie Starkey;
  - h) the award of a Chair in Open Educational Resources from the International Council for Open and Distance Education to Martin Weller;

- i) the total population of full time equivalent (FTE) students, which had stood at 73.779 for the academic year 2013/14;
- j) an agreement between the OU in the Republic of Ireland with RTE, the Republic of Ireland's public service broadcaster;
- k) a new partnership with Pinewood Studios to produce a free online course for those interested in a commercial career in the film industry;
- l) the OU's BA in Sport and Football Business Management, developed in partnership with the Football League Trust and the Faculty of Education and Language Studies (FELS), which had already recruited over 200 football fans worldwide.

4.2 A member asked who was project managing the Equality through Innovation month. Tony O'Shea-Poon, Head of Equality, Diversity and Information Rights (EDIR), said that it was being organised by his team in the University Secretary's Office. Some events were being run by the EDIR team and others by academics from across the University. An associate lecturer (AL) member asked whether the events were open to ALs. Mr O'Shea-Poon said that ALs would be welcome to attend, although he was aware that distance might be an issue. Some events were being recorded and would be available on Stadium. Discussions with the regions and nations were also taking place with a view to making some events more widely available.

## 5 STRATEGIC PLANNING AND RESOURCES COMMITTEE

S-2014-03-02A  
S-2014-03-02B

5.1 With reference to minute 3.3, a student member asked when the communications on study deadlines for students studying under the previous qualifications framework would be available to guide student choices in the coming year. The Director, Students, said that guidance would be produced and, although it was most unlikely to be a problem for such students this year, the information would be put on StudentHome to provide advice and reassurance. The University already had policies in place, but it needed to communicate them more effectively. An update would be provided at the next meeting of the Senate.

**Action: KZ**

5.2 Referring to confidential minute 6 regarding organisational change, a member asked for clarification as to whether the Union had seen the business case for the closure of the East Grinstead office; and asked why other premises close to the current office had not been considered. Enquiries had indicated that there were offices available nearby, the cost of which would be less than the cost of redeploying and relocating staff to London. The Director, Students, replied that figures had been presented to the Vice-Chancellor's Executive (VCE) as part of the decision making process; and the University was currently seeking to respond to the Union's request to see the business case. The member said that, as there were likely to be at least 20 voluntary severances, there was a requirement for the University present the business case and to provide staff with the opportunity to suggest an alternative solution. The tension between withholding commercially sensitive information and the need for transparency was leading to a lack of trust in senior management.

5.3 The Senate **noted** the unconfirmed Minutes and Confidential Minutes from the meeting held on 3 April 2014 (SPRC-2014-02-M and SPRC-2014-02-CM).

**6 QUALITY ASSURANCE AND ENHANCEMENT COMMITTEE S-2014-03-03**

- 6.1 With reference to paragraph 26 a), a student member commented that students would welcome a standard agenda item on 'student issues'. It was hoped that the Academic Governance Review (AGR) would take note of this and seek to apply it across all committees. The Pro-Vice-Chancellor (Research, Scholarship and Quality) [PVC (RSQ)], Professor Tim Blackman, said that the comment was noted; he could see no reason why the options in the minute could not be explored as part of the implementation of the governance review. The Pro-Vice-Chancellor (Learning and Teaching) [PVC (LT)], Professor Belinda Tynan, who was leading the Review, agreed.

**Action: BT**

- 6.2 The Senate **noted** the report of the meeting of the Quality Assurance and Enhancement Committee (QAEC) held on 3 March 2014.

**7 RESEARCH COMMITTEE S-2014-03-04**

The Senate **noted** the report of the meeting of the Research Committee (RC) held on 12 March 2014.

**8 CURRICULUM AND VALIDATION COMMITTEE S-2014-03-05**

The Senate **noted** the report of the Curriculum and Validation Committee (CVC) meeting held on 19 March 2014.

**9 LEARNING, TEACHING AND STUDENT SUPPORT COMMITTEE S-2014-03-06**

- 9.1 With reference to paragraph 25, a member welcomed the introduction of a 'named individual' playing a significant role in regular reviews of each student's progress. Since the major change to the fees and funding regime, there might be a need for a significant shift of resource for measures of this sort aimed at improving retention.
- 9.2 Referring to paragraphs 30-31, an AL member observed that a registration date at 6 weeks before module start would be before fast track resubmission students had received their results and, for the few remaining B presentations on offer, would be before Christmas. The PVC (LT) said that both issues had been passed on to the Initial Learner Experience group (ILE) and the Study Experience Programme (SEP) Steering Group, and that they would review how many students would be affected by such an approach.
- 9.3 The PVC (LT) thanked the team, led by Professor David Rowland and Professor Anne de Roeck, for their work.
- 9.4 The Senate **noted** the report of the Learning, Teaching and Student Support Committee (LTSSC) meeting held on 24 March 2014.

**10 SENATE MEMBERSHIP PANEL S-2014-03-07**

The Senate **noted** the report on the business undertaken by the Senate Membership Panel (SMP) outside its scheduled meetings.

**11 CENTRAL DISCIPLINARY COMMITTEE S-2014-03-08**

- 11.1 A member commended the paper for its clarity and insight. The downward trend in offences was welcome.
- 11.2 Referring to the statistics regarding academic misconduct, a student member observed that there had been only one case of examination misconduct and asked whether there



was an explanation for the low number. The Director, Students responded that only one case had gone forward to Central Disciplinary Committee (CDC); many other cases had been dealt with earlier in the process.

- 11.3 With reference to paragraph 8, a student member thanked the CDC for its positive comments on the contribution made by student representatives. An update on Turnitin was requested, as well as an assurance that the software, which was currently only used on some modules, would be implemented across all modules. The PVC (LT) replied that a report on and recommendations regarding Turnitin would be presented to the next meeting of the Curriculum and Validation Committee (CVC), which would discuss whether or not it should be implemented across the University.

11.4 The Senate **noted**:

- a) the findings of the annual report covering student misconduct cases referred for Central Disciplinary Committee (CDC) consideration arising between 1 May 2013 and 30 April 2014;
- b) that the report only included information about academic misconduct in relation to cases and appeals heard by CDC. The Academic Conduct Services Office would report to the Assessment Policy Committee on the number and type of academic misconduct cases dealt with by Academic Conduct Officers.

## 12 SPECIAL APPEALS COMMITTEE

S-2014-03-09

The Senate **noted** the report of the Special Appeals Committee of the Senate (SAC) for the period June 2013 to May 2014.

## 13 HONORARY DEGREES COMMITTEE

### Honorary Awards 2014 & Honorary Degrees 2015

S-2014-03-10

13.1 The Senate:

- a) **noted** the arrangements for conferment of awards at degree ceremonies being held in 2014;
- b) **approved** the list of nominations recommended by the Honorary Degrees Committee for the award of honorary degrees in 2015.

### Award of Fellowship

S-2014-03-11

13.2 CONFIDENTIAL MINUTE

### Award of Master of the University

S-2014-03-12

13.3 The Senate **approved** the change proposed by the Honorary Degrees Committee to the award criteria used for the award of Master of the University.

## 14 CURRICULUM SIZE AND SHAPE

S-2014-03-13

14.1 The PVC (A) introduced the paper, which defined the current curriculum and academic unit objectives for 2014-15; shared the work undertaken to validate the OU's curriculum offer, with particular emphasis on postgraduate provision; and introduced the Curriculum Size and Shape Project. The intention of the Project was to identify the principles underpinning the OU's curriculum size and shape, and these principles would be presented to the Senate in January 2015.

- 14.2 A student member said that OUSA had had an early opportunity to feed back its views to the project team, and sought assurance that this would continue. The key factors were that the OU's curriculum should be open and flexible, and that it must be communicated. The PVC (A) asked that feedback continued to be provided to himself or the Director, Academic Planning and Resources, Dr Rachel Cragg. A member observed that it was also important to ensure that ALs were involved.
- 14.3 With regard to issues of widening access, a student member commented that online presentation was not the best approach for all students and that 30 credit modules were as much as some students could manage at any one time. Another student member said that the size of modules were a key concern for students, not only in terms of the continuing availability of 30 credit modules, but also with regard to the shift in some faculties to larger modules of 120 credits in postgraduate provision. It was important to keep study accessible and affordable, particularly when many students were working full-time. A member observed that the overall curriculum design should be considered, and not just whether modules were available at 30 or 60 credits.
- 14.4 Referring to paragraph 10a, the Dean and Director of Studies, Faculty of Science, Professor Hazel Rymer, noted that the intention was to present the new modules by October 2016 (16J), not January 2016. Professor Rymer commented that this paper was concerned with 'what' the OU would be teaching, whilst the following paper on group tuition policy (S-2014-03-14) considered the 'how'. The 'to whom' had been covered by the work on the UK Market Strategy, but a paper on the 'when', or the new academic year, was outstanding. The PVC (A) said that scheduling was one of the areas to be considered; if ready, a paper would be brought forward to the October 2014 meeting of the Senate.

**Action: MM**

- 14.5 A member said that it was essential to consider curriculum and tuition together and expressed concern that the two papers were not better integrated. The PVC (A) replied that all of the Pro-Vice-Chancellors were working closely together to ensure that academic provision integrated curriculum, learning and teaching, and research. The work on the Research 2020 Roadmap, Learning and Teaching Vision, and Curriculum Size and Shape would ensure that the OU's provision would be fit for the future. The PVC (LT) added that although the Learning and Teaching Vision was not on the agenda for this meeting, there had already been some consultation on teaching and delivery, and synergies were beginning to emerge.
- 14.6 Another member said that the curriculum and curriculum development should not be driven by process. As well as better integration between the strategies, there should be more student involvement. The PVC (A) said that the University intended to involve students and was considering ways of facilitating this. The PVC (LT) added that this suggestion was emerging strongly through the consultation, the challenge would be around implementation.
- 14.7 Referring to recent materials resourcing issues, a member commented that such issues should not drive policy. The Dean and Director of Studies, Faculty of Arts, Professor David Rowland, acknowledged that there had been local differences between the faculties and Learning and Teaching Services (LTS), but these issues were being addressed and managed. The University needed to take a fresh look at the whole package of tuition and to find imaginative ways of delivering its curriculum.
- 14.8 The President, OUSA, commented that many students were waiting to undertake new postgraduate qualifications, so it was good to see new curriculum being introduced. The initiatives referred to in paragraph 10 a), b) and d) provided dates for implementation, but none had been provided for the Social Sciences qualifications. The Dean and Director of

Studies, Faculty of Social Sciences, Professor Kevin Hetherington, replied that the qualifications would be available from October 2016. An announcement had been made on StudentHome and TutorHome during the previous week.

- 14.9 A member commented that not all subjects available at undergraduate level should be provided at postgraduate, and vice-versa. The market analysis had masked some information around the types of market that the OU should operate in. Many students were interested in niche subjects, which provided the OU with an opportunity to be market making.
- 14.10 A member observed that the Curriculum Strategy 2009-2014 had included a broad notion of gradueness beyond the study of specific subjects, which included matters such as sustainability and citizenship. It was hoped that this would be maintained in the future.
- 14.11 A member observed that the University did not offer a large number of qualifications, with only 40 named degrees. This was as a result of several factors, including the difficulty of working across boundaries and the issues caused by the University's conflation periods. Other institutions were providing students with a wider choice; the OU should also offer a broader curriculum. The review of governance provided an opportunity to reconsider the role and responsibilities of programme and faculty committees. A review of the Stage-gate process should also be included.
- 14.12 The PVC (A) thanked Senate members for their comments.

## 15 GROUP TUITION POLICY - DRAFT

S-2014-03-14

- 15.1 The PVC (LT) introduced the paper, which provided the Principles of and Policy for Group Tuition. The Principles had been redrafted to take account of the comments received since they were first presented to the Senate in February 2014 and the Policy had been drafted around these Principles. Extensive consultation on the draft Policy had already taken place and would continue. The issues raised to date included the balance between defining group tuition purpose at qualification and module level, and the need for AL autonomy to address immediate student issues; clarification of the potential uses of AL contact time; and the requirements for Wales, Scotland and Northern Ireland in the light of the Four Nations Strategy. These matters would be addressed before the Policy was presented to LTSSC in July and to the Senate for final approval in October 2014.
- 15.2 Many members welcomed the consultation that was taking place on the Policy and were supportive of the general direction of travel.
- 15.3 Some members commented that the implementation of the Policy would involve a cultural shift and significant changes to working practices and workload for many staff. An AL member said that it would be helpful to see this articulated in order to engage those who would be undertaking the work. The PVC (LT) said that the comment would be taken into account.
- Action: BT**
- 15.4 Members welcomed the statement that face-to-face tuition remained a central part of the provision was welcomed (paragraph 8).
- 15.5 With reference to paragraph 23 e), a student member observed that there were still some issues with students' collaborative skills and asked whether the University would be able to offer skills development in this area. The PVC (LT) said that the issue of collaborative skills would be dealt with in the Learning and Teaching Vision and Plan.
- 15.6 Referring to paragraph 23 g) concerning OU learning communities, a student member requested that students also be referred to OUSA forums. The PVC (LT) replied that

there were a range of options regarding learning communities, of which the OUSA forums was one.

- 15.7 A student member commended the idea of clusters (paragraph 26), which would provide greater flexibility, make online sessions easier and ensure more students could participate.
- 15.8 Several members commented on the scheduling of core and flexible learning events (paragraph 34). The principle that learning events should be planned three months in advance was commended and it was noted that this would be easier in a qualifications world. However, flexibility was essential in order to respond to student needs. A member asked what the impact would be if students did not sign up to learning events in a timely manner. Other members commented that the tutor-student allocation (TSA) often took place very late, so it remained to be seen how such advance scheduling would play out in practice. The involvement of module teams in the design of tuition would be crucial.
- 15.9 With reference to paragraphs 40 and 45, a member commented that face-to-face tuition seemed to prioritise cluster-based learning events over tutor group based learning events to optimise attendance. There was a tension in the relationship between paragraphs 40, 41 and 45, which needed to be clarified.
- 15.10 A student member observed that there was a possible omission concerning audio recordings at tutorials for students with disabilities. The PVC (LT) responded that the policy of recording was under discussion and had not yet been finalised.
- 15.11 Referring to paragraph 44, which stated that students may choose to attend learning events delivered by their own ALs and by other ALs from the same cluster, a student member noted that students were already able to attend learning events from across the whole of the OU. Consequently, this policy would restrict student flexibility and choice. The PVC (LT) said that this was not the intention and the matter would be given further consideration.

**Action: BT**

- 15.12 The President, OUSA, said that international students welcomed the principle of mixed tutor groups and a full programme. However, where a group had a large number of UK students who could attend face-to-face sessions, the provision for international students unable to attend those sessions would never be the same. Where more online tuition was provided, it was hoped that those delivering it would be trained to get the best out of it.
- 15.13 A member commented that her faculty hoped to expand the curriculum for international students, using clustering and delivering teaching through real time interaction as it was seen to have more benefits than asynchronous tuition. The paper should specifically address international tuition, and provide models of learning that would enable the same sort of experience as UK students, and contribute to the retention and progression of international students..
- 15.14 A member asked whether further information could be provided on the preliminary thinking regarding the four nations. Pat Atkins, Assistant Director (AL Support and Professional Development) said that conversations had been held with the Nation Directors when it had become apparent that the four nations had not been given sufficient consideration in the paper. It had been agreed that clusters could operate across nation boundaries, but that the requirements of each nation would have to be taken into account.
- 15.15 Referring to the Appendix, an AL member observed that there were many dependencies affecting the implementation of the policy and asked whether they would all come together in time, particularly the IT systems developments. Another member said that

implementation of the Policy had to involve consideration of the relationships between students, ALs and staff, the alignment with SST's and the review of regional centres.

- 15.16 The PVC (LT) said that the Learning and Teaching Vision and Plan would bring together many of these points, and thanked members of the Senate for their comments.

**16 HIGHER EDUCATION REVIEW 2015 (QAA AUDIT) S-2014-03-15**

- 16.1 The PVC (RSQ) introduced the paper, which aimed to provide an overview of the preparations being made for the Higher Education (HE) Review and to reassure the Senate that appropriate arrangements were in hand. He thanked all involved in preparing for the Review.

- 16.2 The President, OUSA, Marianne Cantieri, said that OUSA were already in contact with the Quality Assurance Agency for Higher Education (QAA) and the Head of Quality, Diana Stammers. Details of what would be required during the review process had been sent to a generic email address that would be used by the nominated lead student representative.

- 16.3 With reference to paragraph 2, a member said that Massive Open Online Courses (MOOCs) should be referenced. A recent article in *The Guardian* had stated that most of those undertaking MOOCs were PhD students. It had concluded that MOOCs would achieve greater success if they included some face-to-face tuition.

**17 ANNUAL REPORT ON STUDENT NUMBERS S-2014-03-16**

- 17.1 A member said that it was good to get a view on student recruitment, but there were two further pieces of information that would be helpful. The paper on student retention and progression was provisionally scheduled for October 2014, but it would also be useful to understand how the student body was changing with regard to market segmentation as this would add value to the discussion about targeted support and tuition. The University Secretary responded that the segmentation had been revised during the summer 2013. The shift from transitional to new students had previously been reported. Further information would be available at the end of the academic year and with the October 2014 intake, but it was likely that student numbers had now reached a level of stability.

- 17.2 With reference to paragraph 10, an AL member asked whether the actual number of new regime students and transitional students was higher than planned. The Director, Strategy, Guy Mallison, confirmed that the numbers for both were better than expected. The recruitment of new regime students had also been better.

- 17.3 Referring to paragraph 22, a member commented that an increase in the number of student enquiries had led to a rise in staff overtime. It was unclear what had caused this increase, but SSTs were finding it difficult to cope. The Director, Teaching and Learner Support, Dr Christina Lloyd, took the opportunity to thank all front line staff. The reasons for the increase in enquiries were many and varied, and the team were working hard to understand the issues and to put in place measures to address the additional workload. Systems changes were being made to help manage student queries and staff workload. Proactive interventions had encouraged students to contact the OU, so it was important that the University could manage this. Another member commented that this provided a clear opportunity to analyse what the student queries were about and to decide whether the answers could be made available on the information, advice and guidance (IAG) pages of the website in order to improve the quality of the student experience. In reviewing workload drivers, it was necessary to consider whether the service requirements had to be dealt with by SSTs or whether they could be managed elsewhere.

- 17.4 The Senate **noted** the provisional student recruitment outturn performance for the 2013/14 academic year, and student recruitment planning assumptions for 2014/15 and 2015/16.

**18 AMENDMENTS TO CODE OF PRACTICE FOR STUDENT ASSESSMENT**

S-2014-03-17

The Senate **approved** the proposed amendments to the Code of Practice for Student Assessment, as set out in the Appendix, to take effect from 1 August 2014.

**19 EMERITUS PROFESSORS**

S-2014-03-18

The Senate **approved** the recommendations from the Chair and Readership Subcommittee that the title Emeritus Professor is awarded to:

- a) Professor Marie-Noëlle Lamy;
- b) Professor Lynne Cameron;
- c) Professor Mary Thorpe.

**20 CHAIRS ACTION**

S-2014-03-19

The Senate **noted** the action taken by the Chair since the last meeting of the Senate.

**21 THE COUNCIL**

S-2014-03-20A

S-2014-03-20B

- 21.1 With reference to paragraph 5 and 9 of the confidential paper regarding postgraduate students, and paper S-2014-03-13 on Curriculum Size and Shape, a member asked whether it would be possible to consider the whole postgraduate position in one paper. The PVC (A) said that the intention was to present such a paper to the Senate as soon as it was ready.

**Action: MM**

- 21.2 Referring to the confidential paper, a member expressed concern that Council had not seen the business case and so did not have the information to make the decision to close East Grinstead.
- 21.3 Referring to paragraph 26 of the confidential paper, in which it was suggested that the governance arrangements were not working as well as they should, a member asked if there were lessons to be learned, notwithstanding the substantial issue of East Grinstead. The Director, Students replied that the Council had provided feedback on the process and the senior team would respond accordingly.
- 21.4 Another member observed that several Council members were clearly unhappy with the process and asked how it had arrived at the decision to approve the recommendations of SPRC. The Vice-Chancellor confirmed that there had been a vote; one member had abstained.
- 21.5 The Senate **noted** the report on the non-confidential and confidential matters discussed at the meeting of the Council on 13 May 2014.

**22 FUTURE ITEMS OF BUSINESS**

S-2014-03-21

- 22.1 A member requested that the Locations Analysis be included as a future item of business.

**Action: KZ**

- 22.2 Another member asked whether an update on Student Support Teams would be possible. The Director, Students, agreed to provide such a report.

- 22.3 The Senate **noted** the potential items for the agenda for the Senate meeting on 15 October 2014.

**23 DATES OF NEXT MEETINGS**

Meetings of the Senate will be held on the following dates:

Wednesday 15 October 2014  
Wednesday 28 January 2015  
Wednesday 22 April 2015 (tbc)  
Wednesday 10 June 2015

**24 DECLASSIFICATION OF PAPERS**

The Chair informed the Senate that the following papers should remain confidential:

S-2014-03-02B SPRC

S-2014-03-10B Honorary Degrees 2015

S-2014-03-11 Award of Fellowship

S-2014-03-16 Annual Report on Student Numbers

S-2014-03-20B The Council

The following paper would be declassified after the meeting:

S-2014-03-18 Emeritus Professors

**25 GOODBYE AND THANKYOU**

On behalf of the Senate, the Vice-Chancellor thanked all those whose Senate membership ended on 31 August 2014 for their service and dedication. The PVC (A) thanked Professor David Rowland for his work as Dean and Director of Studies, Faculty of Arts. The Director, Students thanked the President, OUSA, Marianne Cantieri, and student member Sandra Summers for their valuable contribution to the Senate and to the University.

Fraser Woodburn  
Secretary to the Committee

Julie Tayler  
Working Secretary to the Committee  
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Key:

MM - Prof Musa Mihsein, Pro-Vice-Chancellor (Academic)  
BT – Prof Belinda Tynan, Pro-Vice-Chancellor (Learning and Teaching)  
KZ – Keith Zimmerman, Director, Students