

## Senate Annual Calendar of Business

### Summary

Senate is asked to note the enclosed Senate calendar, which includes the reports expected on an annual basis. The 'other' and 'debate' rows capture additional reports/presentations that arise throughout the academic year. One-off Policy updates and reviews have been captured on the calendar (under 'other') if they are known at this stage. The 'other' category will continue to be updated throughout the year as and when further quality and standards related reports and reviews come to light.

In collaboration with colleagues in Student and Academic Services, the Governance Team will continue to regularly review the calendar in the light of the new reporting arrangements for academic quality and standards.

One action required.

### Recommended action

Senate is asked to **note** the Senate Calendar.

**Publication: Open**

**Senate Annual Calendar of Business**

**Item 8  
Senate 16.05.18**

	<b>MEETING 1 – October</b>	<b>MEETING 2 – December</b>	<b>MEETING 3 – March</b>	<b>MEETING 4 – May</b>	<b>MEETING 5 – July</b>
<b>Debate</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Peer Observation of Teaching</li> </ul>	<ul style="list-style-type: none"> <li>• REF2021 (deferred until July)</li> </ul>	<ul style="list-style-type: none"> <li>• LEaD Assessment Strategies</li> </ul>	<ul style="list-style-type: none"> <li>• REF 2021</li> </ul>
<b>Approvals</b>	<ul style="list-style-type: none"> <li>• Chairs and Deputy Chairs of Boards of Studies</li> <li>• Senate Annual Assurance Report to Council (agree to recommend to Council)</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment Board Chairs</li> </ul>	<ul style="list-style-type: none"> <li>• NSS Milestones Review</li> </ul>	<ul style="list-style-type: none"> <li>• Review of School Student Experience Committees (deferred)</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Future Academic Years (last approved in March 17)</li> <li>• Nominees for University-level panels (student cases)</li> </ul>
<b>Education Monitoring</b>	<ul style="list-style-type: none"> <li>• SU Report</li> <li>• Findings of Student Surveys (2)</li> <li>• Period 2 Module Evaluation Outcomes (1)</li> <li>• External Examiner Appointments</li> <li>• Education &amp; Student Strategy – work planned for year</li> <li>• Periodic Review (deferred)</li> <li>• Unistats Report</li> <li>• Admissions Update</li> <li>• Institutional Monitoring Report (includes degree classifications)</li> </ul>	<ul style="list-style-type: none"> <li>• SU Report</li> <li>• Progression, attainment monitoring report</li> <li>• Assessment turnaround (Spring)</li> <li>• Assessment Board Monitoring</li> <li>• Student Survey Reflective Report</li> <li>• Annual PSRB Register</li> <li>• Student Survey Schedule</li> <li>• Current &amp; Terminated Programmes</li> </ul>	<ul style="list-style-type: none"> <li>• SU Report</li> <li>• SU Programme Representatives Report/ Register</li> <li>• PGR Learning Outcomes – formerly Research Degree Qualification Rate (RDQR) (1) (deferred)</li> <li>• Student Representatives Mid-Year Report</li> <li>• UG APE Themes Report and Action Plans</li> <li>• Collaborative Provision Register (deferred until May)</li> <li>• Undergraduate Student Progression, Satisfaction, Employability and Attainment Report (new report from 18/19)</li> </ul>	<ul style="list-style-type: none"> <li>• SU Report</li> <li>• Period 1 Module Evaluation Outcomes (2)</li> <li>• PG APE Themes Report &amp; Action Plans</li> <li>• UG &amp; PG Application for Next Academic Year</li> </ul>	<ul style="list-style-type: none"> <li>• SU Report</li> <li>• Student Survey Findings (1)</li> <li>• Appeal, Complaints &amp; Disciplinaries</li> <li>• External Examiner Themes</li> <li>• NSS Targets Review</li> <li>• PGR Learning Outcomes – formerly Research Degree Qualification Rate (RDQR) (2)</li> <li>• Programme Approval Schedule</li> <li>• Progress Report on Education &amp; Student Strategy (including plans on a page)</li> <li>• Assessment turnaround – Autumn</li> </ul>
<b>Research</b>	<ul style="list-style-type: none"> <li>• Research &amp; Enterprise Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• Research Strategy Implementation Plan</li> <li>• Sabbatical Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Research &amp; Enterprise Strategy Action Plan</li> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>• ARQM</li> </ul>

Other (to be updated throughout the year)	<ul style="list-style-type: none"> <li>Senate Terms of Reference and regulations relating to Senate</li> <li>Equality and Diversity Update</li> <li>Research Students Who Teach Guidance Note</li> <li>Times and Sunday Times Good University Guide</li> <li>THE World University Rankings</li> <li>KPI &amp; PI Update</li> <li>Internal Audit reports for Senate</li> <li>Graduate School Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>PSRB Policy</li> <li>Student Attendance and Engagement Policy</li> <li>Governance of Educational Quality</li> <li>KPI &amp; PI Review (Strategic Plan)</li> <li>Research Students Who Teach Data Report</li> <li>OfS Consultation</li> </ul>	<ul style="list-style-type: none"> <li>APE Reports</li> <li>Admissions Policy</li> <li>Personal Tutoring Policy</li> <li>OfS Consultation Response</li> </ul>	<ul style="list-style-type: none"> <li>Programme Approval Policy</li> <li>Programme Amendment Policy</li> <li>Periodic Review Policy</li> <li>Programme Withdrawal/Suspension Policy</li> <li>Approval of Interdisciplinary Centres</li> </ul> <p><b>Deferred items from March Senate</b></p> <ul style="list-style-type: none"> <li>Senate Elections</li> <li>Regulation 4</li> <li>Approval of Research Committee</li> <li>APE Template for Research Degree Provision</li> <li>UG APE 16/17 approval</li> <li>Extension to term of Deputy Chair of Senate</li> <li>Approval of Deputy Chair of BoS in Business Studies</li> </ul>	<ul style="list-style-type: none"> <li>Review of Research Students Who Teach Policy and implementation</li> <li>Recognition of Prior Learning Policy</li> <li>Approach to Extending Deadlines Policy (possible Reg 19 adjustment)</li> </ul>
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- Each Agenda will normally have (a) Minutes from Council, Senate Committees and Exec Advisory Committees. (b) SU Report and (c) appointments and reappointments of Honorary Visiting Profs
- The annual calendar includes the reports expected on an annual basis. The 'other' and 'debate' rows capture additional reports that arise throughout the academic year.
- Agendas may include nominations for Professors Emeriti, Policy or Regulation changes
- Agendas may each include governance items (for changes in regulations), or restructuring proposals (to agree recommendations to Council, where appropriate)

### **Senate business for discussion in 2018/19**

<ul style="list-style-type: none"> <li>ARQM Process Review</li> </ul>
<ul style="list-style-type: none"> <li>SREC Annual Report</li> </ul>
<ul style="list-style-type: none"> <li>Review of the academic calendar (Athena SWAN action)</li> </ul>