SENATE MEETING 6th DECEMBER 2024

MEETING MINUTES

1. **Attendance**

Chair: Mike Perkins

Vice-Chair of Senate: Tran Duc Trung

Secretary: Tran Thu Thao

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| Attended | Absent with apologies |
| 1. Jason MacVaugh 2. Jyotsna Bijalwan 3. Nguyen Thi Vinh Thuy 4. Le Duc Minh 5. Tran Vu Minh Phuong 6. Christopher Jeffery 7. Tran Huong Giang 8. An Nhat Linh 9. Jed Clarke 10. Jonathan Neale 11. Vu Tra My 12. Richard Child 13. Alex Ortega 14. SAC Representative | 1. Ta Ha Lan 2. Sasha Goodwin 3. Nguyen Thi Thu Hien 4. Luong Khanh Luong 5. Ray Gordon 6. Nguyen Kim Dung 7. Rick Bennett |

1. **Meeting minute and action points**

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|  |  | *\*Passed* |  |
|  |  | *\*Follow-up actions needed* |  |
|  |  | *\*Did not pass* |  |

| **No.** | **Agenda item** | **Decision** | **Discussion** | **Action Required** |
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| **1** | *Welcome & confirmation of minutes from previous meeting* |  | - The Chair confirms the minutes from the previous Senate meeting with all members. The minutes were sent to all members for review and have been signed by the Chair. No question/comment was raised regarding the minutes. |  |
| **2** | *Review previous Senate action points* |  | - Outstanding Action Point #2: Report on the Senate’s role in the External Audit Board is pending. | Chair of Senate to send an email to the VCE as a reminder regarding the pending report. |
| **3** | *Highlight report from Committee Meetings* |  | 1. Appeals Committee  - No significant updates. SSLC feedback ongoing.  2. Disciplinary Committee  - QR code-based attendance system replacing visual recognition starting Spring 2025.  3. Academic Research and Human Ethics Committee   * Research outputs for 2024 reviewed and research points allocated. * New policy for research funding   4. Academic Quality Assurance Committee   * Graduation attribute mapping completed for most programs. * Academic monitoring 98% complete; reports pending. * 40 training sessions conducted in 2024. * Academic monitoring policy updated to reflect new semester structure.   5. Learning and Teaching Committee:  - Minor change to the Computer Science programme. |  |
| **4** | *New Senate Terms of Reference* |  | * Revised terms of reference reflecting new school structures and Senate membership changes: * Increased assigned faculty members. * Reduced nominated members (2 professional staff and 2 faculty). * The new ToR was approved by Senate |  |
| **5** | *New University Structure* |  | * New department "Academic Services and Student Administration” (ASSA) was formed * Four schools established:   1. The Business School (TBS) – Head of School: Dr Mark Wheaton   2. The School of Communication & Creative Industries (SCCI) - Head of School: Dr Paul Moody   3. The School of Computing & Innovative Technologies (SCIT) - Head of School: Dr Ali Al-Dulaimi   4. The Graduate School (TGS) - Head of School: Dr Simon Kimber |  |
| **7** | *QAA Update* |  | * SAS: New online courses introduced to support diverse learning pathways and to address gaps highlighted in student feedback. * Dean: Enhanced reporting mechanisms to ensure transparency in academic programme evaluations. * ASSA: Continued emphasis on graduate outcomes and tracking mechanisms to align with QAA benchmarks. * ASSA: A focus on integrating student engagement in the quality assurance process, particularly through structured feedback loops with SSLCs. |  |
| **8** | *Announcement: End of Senate Term* |  | * Chair announced the conclusion of the current Senate term and thanked members for their contributions over the past two years. * Chairs of committees with open positions were reminded to nominate new members before the first meeting of the new Senate in Spring Semester 2025. | Secretary of Senate to send an email to the committee chairs, reminding them to submit their nominations for new members for the upcoming Senate term. |

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| **On behalf of Senate**  A black line drawing of a person  Description automatically generated  **Associate Professor Dr. Mike Perkins**  **Chair of Senate**  **British University Vietnam** |