

SENATE BUSINESS COMMITTEE

Minutes of the meeting of 29 March 2023

Present: Karl Leydecker (Chair), Chantel Den Daas, Richard Hepworth, Diane Skatun, Mary Stephen, Louise Thompson (*vice Tracey Slaven*), Ruth Taylor, Neil Vargesson, and Rachael Bernard (Clerk)

Apologies were received from: Akua Agyeman, Marion Campbell, and Zeray Yihdego

551. Approval of the minutes of the meeting held on 18 January 2023

551.1 The Committee approved the minutes of the meeting held on 18 January 2023

552 Draft Agenda for the meeting of the Senate on 19 April 2023

552.1 The Committee noted that the meeting would be held in the Suttie Lecture Theatre at Foresterhill.

552.2 Ruth updated the Committee on the progress towards Senate being made by the paper detailing proposals for revisions to the structure of the academic year from 2024.

552.3 Ruth highlighted that Senate would receive the same version of the paper for consideration as others had during the consultation process. but that the version for Senate would include an appendix summarising the feedback received.

552.4 Senate's view would be sought on the options identified. After listening to the views expressed at Senate, and as part of the wider consultation, firm proposals would be brought back to Senate. As part of her introduction to the paper at Senate Ruth, confirmed that she would be seeking to dispel some of the common misconceptions, circulating currently within the community, to avoid lengthy discussions of issues that were, in fact, not being proposed. The intention would be to have a focused debate on the principles on which the new structure should be based.

552.3 The Committee agreed that more time should be scheduled within the meeting for this discussion.

[Action: Clerk]

553 Items submitted for inclusion on Senate Agenda

553.1 The Committee noted that a motion had been received regarding the *Consideration of workload in Senate papers*. It was further noted that the motion would be considered as part of a wider item on workload which would update Senate on the issues identified by the Staff Survey and the actions being planned.

554 Finalising the agenda.

554.1 Following discussion of several approaches to the ordering of the agenda items, it was agreed to amend the agenda:

- To move the presentation on the Digital Strategy to be the final item of the meeting. It was noted that there was a logic to this following the discussions around workload as there were clear links between the items.
- To split the substantial items (academic year and workload).
- The break should be moved to reflect the amended order of the meeting, and the inductive timings adjusted accordingly.

- The Committee also noted that the order of the agenda needed to accommodate the Senior Vice-Principal being absent between 2pm and 3pm in order to represent the Principal at a sector meeting.

554.2 It was agreed that an amended draft agenda, taking discussions into account, would be circulated to the Committee for final approval.

[Action: Clerk]

(Note: the Committee subsequently approved a revised draft agenda)

555 Decision Time rollout to Senate.

555.1 The Committee noted the proposed timeline for the rollout of the new software for meeting papers and management (Decision Time) to Senate.

555.2 The Committee acknowledged that the plan accounted for access to papers by the wider community through the continued provision of the papers on the senate website in a single pdf version.

555.3 The Committee noted that the move to Decision Time would mark a change in expectations for meeting participation and that members would be required to bring electronic devices to meetings in order to participate fully.

556 Senate & Senate Assessor Elections

556.1 in approving the timelines for Senate and Assessor elections the Committee agreed that the paper should be updated to include links to the relevant roles descriptors and clarification around re-election possibilities for existing Assessors.

[Action: Clerk]

557 Hay of Seaton Committee

557.1 The Committee requested further information to clarify the origin of the nominations for committee membership and the Senate Business Committee's role in approving these nominations. It was agreed that these would be sought from the Committee and circulated after the meeting.

[Action: Clerk]

558 Dates of meetings in 2022/23

The Committee noted the date of the remaining meeting to be held in 2022/23:

- Wednesday 17 May 2023 at 3.05 p.m.