

Matters Arising from Senate Meetings – Open

No.	Meeting	Minute	Action Title	Action	Contact	Timeline	Achieved/ Comment
1	10.10.12	11	Students' Union Standing Report	Executive Committee would review the Students' Union resourcing.	President	2016/ 2017	Verbal Update provided at the October meeting. Action Completed. To be deleted.
2	12.02.14	22	AOB	AGC would prepare a more detailed proposal for the inclusion of Research Fellows in the category of elected staff members of Senate.	AGC	2016	Item deferred until categorisation of Research staff addressed by HR.
3	10.12.14	19	Biannual KPI/PI Report	It was reported that although there had been an improvement in PI2.6 there were fewer research students coming through. To be discussed at a future meeting.	VP (S&P)	2016	To form part of the Research Agenda led by VP (R&E). To be completed.
4	09.12.15	15	REF 2021 Strategy	It was noted that it was critical for Schools to advertise research projects online to attract more PhD applicants.	VP (R&E)	2016/ 2017	A working group is assessing a way forward. To be completed.
5	18.05.16	11	Student Experience Committees	It would be helpful in future years for the report to be discussed in draft with the SU before it was finalised and sent to Senators.	S&AS / SU	May 2017	On Agenda. To be deleted.
6	18.05.16	12	APE Summary Reports 2014/15	It would be helpful for future annual APE Summary Reports to set out issues identified across the APE process and how they had been addressed as well as best practice highlights.	Deputy President & Provost	March 2017	Paper considered at the March Senate. To be deleted.
7	18.05.16	13	Assessment Feedback Turnaround Times – Autumn Report <i>[Assessment Strategies]</i>	A paper on quality of feedback was being developed by LEaD together with two Associate Deans for Education. This would be discussed by Senate in the course of the next academic year.	Associate Director LEaD	2016/ 2017	Verbal update received at the March meeting. To be deleted.
8	18.05.16	18.1	Board of Studies	It was noted that there was still work to be done, which would be led by Student & Academic Services, to ensure that all Board of Studies minutes provided the same level of assurance to Senate on their discussion of academic quality and standards. A further update would be provided at a future meeting of Senate.	Deputy President & Provost	2016/ 2017	Verbal update received at December's meeting. To be deleted.
9	18.05.16	22	Sabbatical Leave	Issues raised by the data contained in the	VP (R&E)	May	On Agenda. Paper incorporating

			Monitoring Report	paper would be addressed by the working group on sabbatical leave policy established by VP (R&E).		2017	comments received by AGC and recommendations from the Audit Report to be considered by Senate in May.
10	13.07.16	24.3	Reports from the Graduate Committee, Research & Enterprise Committee, Education & Student Committee, Academic Governance Committee.	It was noted that the Terms of Reference (ToR) for the Research & Enterprise Committee were to be reconstituted from the next academic year to enable its discussions of the research agenda (but not the enterprise agenda) to be formally reported to Senate. The VP (R&E) would discuss with the Governance Team during the summer how best to give effect to this proposal.	VP (R&E) / College Secretary	2016/ 2017	Discussions on-going.
11	12.10.16	4	Item 15, Research Students Who Teach: Final Report	A formal report should be made to the next meeting of Senate, providing an assurance from each Board of Studies on implementation of City policy on issue of contracts. Data from HR on the actual issue of contracts to research students who teach should be provided as an addendum to the reports from Boards of Studies. The topic would form a substantive item for discussion at the December meeting of Senate.	DSAS DSAS	Dec 2016 Dec 2016	On Agenda. To be deleted. On Agenda. To be deleted.
12	12.10.16	9	Senate Calendar	The Research & Enterprise Committee had been considering how best to report on its work to Senate. A written report from the Committee would be included on the agenda for the next meeting of Senate.	VP (R&E)	2016/ 2017	Research & Enterprise Committee minutes circulated with March papers. To be deleted.
13	12.10.16	20	Outcomes from Module Evaluation 2015/16 – Spring 2016	It would be helpful for future iterations of this report to include data on gender and protected characteristics. Considered further would be the resource required to do this and the value of including a commitment to introduce such reports in City's Athena SWAN application.	DSAS	2017	Currently not in a position to implement. S&AS looking at reports required, how information is collected and resource required.
14	12.10.16	22	Outstanding External Examiner Appointments 2016/17: Undergraduate/ Postgraduate	An analysis of the percentage of external examiners who were female should be produced, but this could not be carried out in time for consideration by Senate at its meeting in December.	DSAS	2017	Currently not in a position to implement. S&AS looking at reports required, how information is collected and resource required. .
15	12.10.16	23	External Examiner Appointments Research Degrees	The report was noted by Senate. In discussion, it was noted that as PhD panels consisted of two examiners and a Chair, it should be	Deputy President & Provost	2017	It will be taken forward as part of the Athena Swan Action Plan (action 2.40). To be deleted

			2015/16	possible to develop a policy on their gender balance. Data on current membership should be collected for the Equality Committee and reviewed as part of the Athena SWAN application process.	VP (S&P)		
16	07.12.16	3	Minutes	Research Students Who Teach: Students who teach should be properly trained in accordance with policies approved by Senate. Senate wishes to see clearer assurance on this point than the one provided to the meeting:	VP (R&E)	2017	On Agenda. To be considered alongside matters arising no. 11. To be deleted.
17	07.12.16	8	Senate Calendar	It would be useful to receive a presentation on assessment and feedback in May's meeting as quality and feedback was a crucial area for quality and standards.	Chair LEaD	May/Jul	To be completed.
18	07.12.16	11	Overview of Assessment Board 2015/16	Guidance should be provided to Assessment Boards about the use of statistical analysis and issues identified at Assessment Boards should be taken forward for discussion at the Board of Studies. This should form part of the implementation of recommendation (v) in the report. Senate should not simply approve the recommendations in the report but should also monitor their implementation by Boards of Studies.	DSAS DSAS	July 2017	Work on-going. Due to be discussed at a future meeting of the Quality Forum.
19	07.12.16	21	Outcomes from Module Evaluation – Complete Academic Year 2015/16	The team responsible for developing the reports and data aggregation would discuss the issues identified at Senate further with Professor Anthony Neuberger. A review of the module evaluation process was underway. Senators were asked to send their feedback and suggestions for further data analysis to the Assistant Director (S&AS) before the report is finalised and circulated to Senate.	DSAS DSAS	March 2017 March 2017	Feedback from Professor Neuberger received. To be deleted. Action complete. To be deleted
20	08.03.17	1	Research & Enterprise Strategy	Senate agreed to recommend the Research & Enterprise Strategy to Council subject to the Strategy incorporating the action points agreed.	VP(R&E)	March 2017	Senate's comments were tabled at the March meeting of Council. To be deleted.

21	15.03.17	2	Highlighted Items	Senate agreed to un-star Item 19, Research Students Who Teach...It was agreed that the full formal report would come to the May meeting of Senate.	Chair Grad School	May 2017	On Agenda. To be deleted.
22	15.03.17	13	Academic Calendar	A review of the calendar would take place in relation to the Athena SWAN action point concerning alignment of reading weeks with school half terms...a paper would come to a future meeting of Senate.	DSAS	2017	To be completed.
23	15.03.17	15.1	Board of Studies Minutes	The Chair of the BoS in SASS noted recent discussions concerning the governance structure for quality assurance...The Director of S&AS had held initial discussions with the Chair of SASS and further discussions would take place.	DSAS	July 2017	To be completed.
24	15.03.17	20	Doctoral Degree Supervisors Policy: Update	Clarification of the roles and requirements for external supervisors and consultants was required and would be further discussed by the City Graduate School and reported to a future meeting of Senate. It would be helpful to issue ARQM guidance to departments. There was occasional misunderstanding among academic staff regarding the number of items they should submit.	Chair Grad School VP(R&E)	July 2017	Proposals being developed. To come to the July meeting of Senate. To be completed.
25	15.03.17	21	Possible Revisions to Ordinance C1: Composition of Senate	Senate agreed that AGC would discuss the proposals again at its April meeting and improve the recommendation to CGNC.	College Secretary	May 2017	AGC considered the item at their April meeting and agreed a way forward for discussion at CGNC. To be deleted.
26	15.03.17	22	Improving the Effectiveness of the Senate	It was noted by the acting Senior Elected Senator that a meeting of elected Senators would be arranged to discuss how they could contribute to this on-going work.	SES	April 2017	A paper from the elected Senators was produced discussed by AGC on 12 th April. To be deleted.
27	15.03.17	23	Prevent Briefing	The paper had been marked restricted under City's publication scheme, which meant that it would be made available to staff on a confidential basis, but would not be disclosed to anyone making an FOI request and that staff should not share or discuss the paper with anyone outside City. It was not clear that this paper warranted such a classification and the issue should be further considered outside the meeting.	CS	May 2017	Action considered: to reclassify item as Open. To be deleted.

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April 2017