

Matters Arising from Senate Meetings – Open

No.	Meeting	Minute	Action Title	Action	Contact	Timeline	Achieved/ Comment
1	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	18/19	To be considered once HR systems are able to distinguish between the different categories of Researcher. Being taken forward as part of REF planning.
2	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 (R&E)	Ongoing	Update on agenda. To be considered as part of 'support for research students review'.
3	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	Update received in March 18. VP(R&E) discussing progress with Director Marketing & Communications.
4	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	July 2018	The outcome of the module evaluation process review are due to be reported during the Summer Term. The report will cover systems and process matters that would need to be addressed to enable reporting on protected characteristics (including gender) for staff being evaluated and for students completing the surveys. There would also be resource implications to be addressed if current reporting and analysis is expanded to protected characteristics.
5	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	DSAS	July 2018	A briefing paper has been prepared for the MAfS Team to outline the scope of the proposals. Further discussion will take place at the MAfS Project Board in May.

				monitor their implementation by Boards of Studies.	DSAS		
6	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	2018/19	A review of the academic calendar is planned to take place during 18/19.
7	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.	Chair Grad School	July 2018	Draft guidance to come to Senate in July 2018.
8	12.07.17	12	Proposed amendments to the Research Students Who Teach Policy	It would be important for Senate to review the Policy (including the guidance) along with its implementation in in 2017/18 in May 2018.	Dean Grad School	July 2018	Further review of the policy to come to Senate at the end of the academic year.
9	12.07.17	19.2	Module Evaluation Questions	Proposals arising from the review would come to Senate for discussion during the 2017/18 academic year. Issues relating to the way forms are managed as well as processes and timings would feed into the review and Senate would have the opportunity to revisit the matter at a future meeting.	DP&P	July 2018	It is planned to report to Senate in July 2018
10	11.10.17	18	Module Evaluation Outcomes Report – Spring 2017	Recommendations for enhancements to the process and future practice would be reported at a future meeting of Senate. The SES would meet the DP&P to further discuss issues around non-attendance, survey results and module outcomes.	DP&P SES / DP&P	17/18 17/18	Being considered as part of a wider review. Recommendations to come forward in due course.
11	11.10.17	20	Research Students Who Teach Guidance	It would be important for Senate to monitor the effectiveness of the training module offered by LEaD to research students who teach. LEaD should report on this to a future Senate.	Chair LEaD	17/18	To be reflected on at the end of the academic year along with the 2 nd pro forma data.
12	13.12.17	7.1	Student Attendance and Engagement Policy	Senate would receive an update on the timetable and plans for implementation at the March meeting of Senate.	Dir S&AS	May 2018	Update deferred in light of Access and Participation Plan priorities.
13	13.12.17	7.2	Fitness to Study Policy	A full review of the Fitness to Study Policy was underway and would be scheduled for discussion at a future meeting of Senate.	DP&P	2017/18	Comments received by AGC and EQC being reflected on.

							Revisions to be considered by Senate in July 2018.
14	13.12.17	16.2	ARQM Gender Analysis Report	<p>The SES would discuss some of the figures included in the report further with the VP(R&E) and the Head of Research Support. Senate would receive an update in due course.</p> <p>Colleagues in SASS had analysed the gender of sub-panels and found that women were underrepresented in SASS. Senate agreed that it would be helpful to receive a report on the composition of all the sub-panels at a future meeting.</p>	<p>SES/ VP(R&E)</p> <p>VP(R&E)</p>	2017/18	<p>Discussions to take place.</p> <p>Will be reported as part of the next ARQM cycle.</p>
15	13.12.17	17	Draft Research & Enterprise Strategy Action Plan	School approaches to PhD students would be a priority in the current planning round and Senate could expect to hear from the VP(R&E) in early 2018 the outcomes from his review into support for PhD students.	VP(R&E)	Summer 2018	Update on agenda. Full report to come to Senate in Summer 2018.
16	13.12.17	20	V&S Educational KPI Meetings	A full set of notes from the meetings would be made available to Senators in due course.	DP&P	Spring 2018	To be reported at July meeting.
17	13.12.17	26	Feedback on Regulation 19	Dr Cox would liaise with colleagues in Student and Academic Services on the possibility of changing the compensation rules to increase from 15 to 30, the units of credit that could be compensated. Senate would receive an update at a future meeting.	Dr Cox / Assistant Dir S&AS	Summer 2018	BoS have been invited to submit responses to the consultation by 30 th April. Boards are invited to comment on key questions and considerations that should be taken in to account. An update on the outcome will come to the July Senate.

Gemma Watt
May 2018

Matters Arising: To be deleted

No.	Meeting	Minute	Action Title	Action	Contact	Timeline	Achieved/ Comment
18	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	May 2018	On Agenda. To be taken forward by S&AS and colleagues in HR. To be deleted
19	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	On Agenda. Assessment Strategies Project outcomes scheduled for May 18. To be deleted.
20	17.05.17	13	Proposed Amendment to Regulation 19 (Assessment Regulations)	It was agreed that the sentence 'A mark of no more than 10% below the Module pass mark must have been achieved in the Module to be compensated' should be considered separately and that AGC would consider the request for the removal of this sentence at a future meeting.	DSAS / Chair AGC	Dec 2017	Completed. Education & Student Committee has considered this proposal and agreed that no changes should be made to this sentence in the Regulations. To be deleted.
21	17.05.17	19	Future Senate Elections	On balance, Senate agreed that it would be helpful to retain the proposed arrangements for the next round of Senate elections but to consider the issue afresh before the next round of elections.	College Secretary	Spring 2018	On Agenda. Elections to take place in May/June. To be deleted.
22	12.07.17	18	Assessment Feedback Turnaround Times	It would be useful to incorporate assessment feedback turnaround in the presentation on quality and assessment scheduled for the October Senate	Chair LEaD	May 2018	On Agenda. To be deleted.
23	12.07.07	20.1	APE Summary Reports: postgraduate	Senate agreed to ask BoS to provide missing data.	DP&P	March 2018	Completed. Paper received 07/03/18 (item 18). To be deleted.
24	12.07.17	20.2	APE Summary Reports: Research Degree Reports	The APE template would be reviewed in 2017/18 and subsequent proposals for an amended template would come to a future meeting of Senate for discussion and approval.	DP&P	2017/18	On Agenda. To be deleted.
25	11.10.17	9	Senate calendar	AGC would further review how Senate received assurance relating to research ethics at a future meeting. It would be preferable for APE reports for UG and PG to be considered at the same meeting.	Chair AGC DP&P	May 2018 17/18	Proposals being developed by new Chair of SREC. In addition an annual report has been added to the Senate calendar. To be deleted. Recommendation on agenda (item 11.5). To be deleted.

26	11.10.17	14	NSS 2017 Report	The DP&P would produce a brief digest of the discussions with programmes for a future meeting of Senate.	DP&P	March 2018	Completed. Paper received by Senate in December 2017. To be deleted.
27	13.12.17	16.1	ARQM Exercise 2018	The CS would check what arrangements had been suggested in the previous ARQM review. Senate would receive an update at its March meeting.	CS / VP(R&E)	March 2018	VP(R&E) to reiterate at May meeting plans for a review of the ARQM process in the 2018/19 academic year. Added to calendar under business for 18/19. To be deleted.
28	13.12.17	22.1	Guidance on Research Students Who Teach Policy	In the second paragraph on 'calculation of teaching activity hours', the sentence referring to 'feedback and assessment activity which solely takes place within scheduled sessions should be removed.	Dean Grad School	Spring 2018	Completed. Updated policy on website. To be deleted.