



**SENATE
MEETING HELD ON 8th JULY 2020
UNAPPROVED MINUTES**

Composition		Membership	Count	Meeting 16.10.19	Meeting 11.12.19	Meeting 13.05.20	Meeting 08.07.20	
(a) Ex-Officio Staff	President (Chair)	Professor Sir Paul Curran	1	Y	Y	Y	Y	
	Director of Student & Academic Services	Ms Susannah Marsden	2	AD	AD	Y	Y	
	Vice-President (Strategy & Planning)	Professor Zoe Radnor	3	Y	Y	Y	Y	
	Vice-President (Research & Enterprise)	Professor Andrew Jones	4	Y	Y	Y	Y	
	Chairs of the Standing Committees of Senate:	BoS in Arts & Soc Sciences	Professor Chris Greer (until April 2020)	5	A	Y	N/A	N/A
		BoS in Arts & Soc Sciences	Professor Miguel Mera (interim from April 2020)	5	N/A	N/A	Y	Y
		BoS in Business Studies	Professor Paolo Volpin	6	Y	Y	Y	Y
		BoS in Mathematics, Comp Sci &	Professor Rajkumar Roy	7	Y	Y	Y	Y
		BoS in Health Sciences	Professor Debra Salmon	8	Y	A	A	A
		BoS in Law	Professor Andrew Stockley	9	Y	Y	Y	Y
		BoS in Learning Development	Professor Susannah Quinsee	10	Y	Y	Y	Y
		BoS for Doctoral College	Professor Stephen Cottrell	11	N/A	N/A	Y	Y
		Academic Governance Committee	Professor Andrew Jones	12	Y	Y	Y	Y
		Research Ethics Committee	Dr Lorna Ryan (acting Chair)	13	Y	A	Y	A
Educational Quality Committee	Professor David Bolton	14	Y	Y	Y	Y		
Collaborative Provision Committee	Professor Laurence Solkin	15	Y	Y	Y	Y		
(b) Non Ex-Officio Staff	Elected members of academic staff to equal the number of ex-officio staff posts and to include at least two from each of the Board of Studies areas.	Arts & Soc Sciences (to Jul 20)	Professor Jean Chalaby	1	Y	Y	Y	Y
		Arts & Soc Sciences (to Jul 22)	Dr Deborah Rafalin	2	Y	Y	Y	Y
		Arts & Soc Sciences (to Jul 20)	Dr Rachel Cohen (Senior Elected Senator)	3	Y	Y	Y	Y
		Arts & Soc Sciences (to Jul 20)	Dr Xeni Dassiou	4	Y	Y	Y	Y
		Business (to Jul 21)	Professor Charles Baden-Fuller	5	Y	Y	A	Y
		Business (to Jul 20)	Professor Elena Novelli	6	A	A	Y	Y
		Health Sciences (to Jul 20)	Dr Dave Flinton (Deputy Chair, BoS in Health)	7	Y	Y	Y	Y
		Health Sciences (to Jul 22)	Ms Alison Coutts	8	Y	Y	Y	Y
		Health Sciences (to Jul 21)	Ms Lucy Myers	9	Y	A	Y	Y
		Maths, Comp Sci & Eng (to Jul 22)	Dr Anton Cox	10	Y	Y	Y	Y
		Maths, Comp Sci & Eng (to Jul 21)	Dr Richard Goodey	11	Y	Y	Y	Y
		Law (to Jul 21)	Professor Susan Blake	12	Y	Y	Y	Y
		Law (to Jul 21)	Mr Keith Simpson	13	Y	Y	Y	Y
		Law (to Jul 22)	Dr Mazen Masri	14	Y	Y	Y	Y
	One elected member from Visiting Staff (to May 21)	Mr Liam Devine	1	Y	Y	Y	Y	
	A maximum of five students nominated by the Trustee Board one of whom should be the President of the Students Union. At least one from each of the following categories – undergraduate, postgraduate and research.	Tuna Kunt, President (July 2019 -) Saqlain Riaz, President (July 2020 -)	1	Y	A	Y	Y	
		Saqlain Riaz, VP Education (July 2019 -) Ruqaiyah Javaid, VP Education (July 20120-)	2	Y	Y	Y	Y	
		Rania Salim, VP Community & Wellbeing (July 2019 -) Shaima Dallali (July 2020-)	3	Y	Y	Y	Y	
		Mr Soheil Ahmadi, Research Student Rep	4	Y	Y	Y	Y	
		Ms Anne Onwusiri, PGT Rep	5	Y	A	Y	A	

Key: Y =In Attendance A= Apologies S=On Sabbatical leave N/M=Not a Member EA=Extended Absence AD = Apol/Deputy Sent

In Attendance	Role
Professor Chris Hull	Deputy Dean, School of Health Sciences
Mr Steve Stanbury	Director of Internal Audit
Ms Yewande Akindede	Head of Quality and Academic Development, Student & Academic Services
Ms Louise Doolan	Director of Library Services
Dr William Jordan	College Secretary
Ms Gemma Watt	Governance Administrator

MINUTES SECTION A – OPEN FOR PUBLICATION

Part One – Preliminary Items

1. **Apologies and Preliminary Discussions**

The Chair **noted** apologies from Senators and welcomed to the meeting Paula Franklin and Kru Desai, Lay Members of Council. In addition, he welcomed to the meeting newly elected Students' Union Sabbatical Officers; President, Saqlain Riaz, VP Education, Ruqaiyah Javaid and VP Community & Wellbeing, Shaima Dallali

The meeting was conducted via Microsoft Teams owing to the closure of University buildings.

2. **Highlighted Items**

Senate **received** a request to consider scheduling an exceptional meeting of Senate in the autumn term. It was agreed this should be discussed under item 10; Updates/Reports to Senate in relation to Covid-19 Pandemic.

3. **Minutes**

The minutes of Meeting 291 held on 13th May 2020 were **approved**. In addition, it was noted there was no protocol for recording parental leave on Senate minutes. The Governance Team would review and amend the template for Senate minutes to better codefy absences. **[Action]**

4. **Matters Arising**

4.1 Item 6 – Matters Arising: Count Me In: Student Attendance Policy

Senate **noted** the Count Me In report which provided an overview of work across City to implement the Count Me In: Student Attendance Policy. In discussion the SU President reported that some international students had expressed anxiety concerning their visa status in the event of courses switching to online teaching only. The Director of Student and Academic Services noted that the matter had been scheduled for discussion at Education & Student Committee.

4.2 Item 13 – Matters Arising – Academic Year Structure

Senate **noted** a report on the academic year structure. The Director of Student & Academic Services reported that in the light of the pandemic the following had been agreed:

- Term 3 of 2019/20 would change to accommodate a 3-week Second Assessment Period
- Term 1 of the academic year structure for 2020/21 would change to start 1 week later than originally proposed. The Chair of Senate had taken Chair's action to agree this one-week delay to the start of the 2020/21 academic year.
- The approval of the 2021/22-2023/24 academic year structure was on hold pending clarity on impact of Covid-19 on 2020/21 academic year terms 2 and 3 start dates. The dates for terms 2 and 3 for 2020/21 were still to be confirmed and Senate would receive a further update in due course. **[Action]**

4.3 Item 20 – Matters Arising: Feedback Turnaround Time

Senate **received** an update from the Chair in relation to feedback turnaround times. He noted that City was committed to providing students with marks on their completed assessments as soon as it was reasonably possible and that would be three weeks for assignments and four weeks for examinations but that University-level monitoring of this process had stopped for the duration of the current Covid-19 pandemic. It would be important for Programme teams to communicate with students as to when they could reasonably expect feedback on assessments.

Staff requirements for additional time to mark and moderate would be managed at School level.

5. Conflicts of Interest

None were noted.

6. Terms of Reference and Governance Regulations

Senate **noted** the Terms of Reference and Governance Regulations.

7. Items Specially Brought Forward by the Chair

7.1 Outcomes from Module Evaluations 2019/20

Senate **noted** the Module Evaluations report which provided a summary of the module evaluation activity undertaken during the first term of the 2019-20 academic year. The report included a comparative analysis of the summary data collected during the autumn term and for earlier rounds.

Results were largely in line with the previous year. At the institutional level, the proportion of modules scoring 3.5 or below for student satisfaction increased by 0.06% year-on-year (from 2.8% in autumn 2018 to 2.86% in autumn 2019) while the proportion of modules reporting 4.5 or above scores for student satisfaction increased by 1.39 percentage points (from 23% in autumn 2018 to 24.39% in autumn 2019).

8. Senate Calendar

Senate **noted** the annual Senate calendar of business. The calendar would be reviewed by the Governance Team, in conjunction with colleagues in S&AS, over the summer period.

9.1 Students' Union (SU) Standing Report

Senate **noted** the Students' Union Standing Report. The SU President outlined recent priorities for the SU, including officer campaigns, student feedback, new SU officer team and programme rep evaluation. In addition, the SU President noted the Unions' response to BLM and the recent Business School name change.

9.2: Students' Union's Programme Representative activity for 2019/20.

Senate **noted** the Programme Representation activity report which provided a summary of the Students' Union's Programme Representative activity for 2019/20. The report covered the following areas:

- Training Statistics
- Newly added activity
- Issues and Wins form
- Online training
- Programme Rep Reception 2020
- Programme Representative Survey 2020
- Case Studies
- Recommendations for next academic year

The SU President noted that recent discussions had focussed on finding ways to capture feedback, improving online provision and how to best support the student voice.

Part Two – Major Items for Discussion

10. Updates/Reports to Senate in relation to Covid-19 Pandemic

10.1 Framework for managing the impact of Covid-19 on Academic Quality

Senate **considered** the report on the framework for managing the impact of Covid-19. The DP&P explained that ExCo had established the Quality & Standards Contingency Working Group to take oversight of student- and education-related matters during the pandemic. The paper was the third update from Q&S Working Group and included actions taken, as well as reports on broader student support and experience matters (including development of the Contingency Senate Regulations, Management of Academic Misconduct Allegation, SYAS data analysis and the agreed date for Second Assessment Period).

The Office for Students required all institutions to have taken reasonable judgements and actions to maintain academic quality, standards and student support during this emergency period. Full monthly reports as well as verbal updates were being considered by ExCo and briefings and papers from the meetings of the W&S Working Group remained on the shared drive for staff and SU colleagues to access.

The DP&P thanked the Head of Quality and Academic Development (QUAD) and her team for the amount they had achieved in such a short period of time.

10.2 Contingency Senate Regulations for Assessment and Conferment of Awards 2019/20

Senate **received** the Contingency Senate Regulations paper. The DP&P noted that Ordinance B.1.3. had been invoked to enable the suspension of Senate Regulations to mitigate the impact of Covid-19 on the implementation of academic regulations that underpin progression and award. The contingency Assessment rules for 2019/20 had accordingly been approved by the President on 23 June 2020 following a recommendation by the Chair of the Quality & Standards Contingency and Implementation Working Group.

The Contingency Senate Regulations for 2019/20 were based on decisions made by the Quality & Standards Contingency and Implementation Working Group, following consultations with the ADE Forum, the Quality Forum and the Students' Union. They provided a framework to allow progression and/or award during the affected period where the integrity of the assessment process is compromised by unforeseen circumstances (not otherwise accounted for in the Regulations) or where the application of the Regulations would unfairly disadvantage a group of students.

10.3 Delivery of Educational Offer and Student Experience 2020/21

Senate **noted** the paper on Delivery of Educational Offer and Student Experience 2020/21. AGC had requested that the paper be added to the Senate agenda in order to note work being undertaken in preparation for the 2020/21 academic year. In discussion the following points were raised:

- Work had progressed since the paper was first circulated in June and further briefings and papers could be found on Sharepoint.
- The DP&P, Deans, Associate Deans, the SU, S&AS, LEaD and colleagues in timetabling, were working on how best to deliver education and a fulfilling student experience in a socially distanced and online environment from September, with much of the work being progressed through Education & Students Committee (briefings and papers all available on Sharepoint).
- It would be helpful to consider how Senate could engage with the work being undertaken out of session and how best to identify and mitigate risks pertaining to academic quality.

- It would be important for Senate to consider implementation of the work set out in the framework. Scheduling an additional meeting of Senate to review work to date would be one option.

10.4 Managing Senate Business Out of Session

Senate **considered** the approach to managing Senate business over the summer period. The College Secretary noted that although colleagues had been working extremely hard it had not been possible to have all papers that required Senate approval ready in time for the July meeting. There would therefore be papers that required Senate approval by correspondence over the summer. The paper included suggested business to be approved by Senate via correspondence, with accompanying timetables. In addition, the Director of Student & Academic Services explained that further policy and regulation changes, and reviews relating to the quality manual, would also be required over the summer. In discussion, the following points were raised:

- There was a timeline for decisions scheduled to be taken out of session and much of the necessary consultation on proposed policies and regulations was in progress.
- Options for out of session approvals included circulating papers by correspondence, taking Chair's Action, scheduling an ad hoc meeting of AGC and/or an ad hoc meeting of Senate. It may also be possible for Senate to grant its sub committees (EQC/AGC) power to take some Senate decisions out of session.
- Most decisions requiring Senate approval would need to have been taken prior to the start of the academic year. So an additional exceptional ad hoc meeting of Senate in September would be largely reflective in nature.
- Such an exceptional meeting would provide an opportunity for Senate to engage with the work undertaken, to identify good practice and to help to strengthen arrangements and mitigate risks for future terms.
- Focussing on the briefings and summary reports produced by S&AS would be a way to 'take stock' and to reassure staff that Senate had considered the papers and was confident about the 2020/21 educational offer and online learning and teaching.
- Reviewing the changes later in the autumn term (December for example) may also have some merit. It would be an opportunity to consider student engagement and student experiences of blended learning in the first term of the academic year. This could also help inform planning for future terms.
- The Education & Student Committee included Deans and other staff from every School at City and was working collaboratively with colleagues across City to develop proposals for Senate approval. To respond to the need for online teaching during the lockdown period arrangements to allow students to graduate and progress had been agreed quickly. The usual consultation with sub committees and eventual approval at Senate was not always possible.
- The regular business of BoS and Assessment Boards was being taken forward through the usual paths, however, at times these processes had been accelerated and decisions had been taken at different points in the academic year in order to respond to the challenges faced by the tight timescale.
- The College Secretary, Director of Student and Academic Services and colleagues in S&AS would discuss the possibility of holding an additional, exceptional, meeting of Senate. It was important for Senators to have adequate time to effectively consider all Senate business; and so it would not be desirable simply to extend or to reschedule the meeting currently scheduled for October.

[Action]

Proposals/reports to Senate from Academic Governance Committee

11.1 Assessment Regulations 19 and Programme Regulations – proposed updates for 2020/21

Senate **considered** proposed changes to Regulation 19: Assessment Regulations. The Chair of AGC explained that the proposals outlined in the paper had been considered and recommended to Senate for approval by AGC in June, with the exception of the proposals relating to the below areas which had been sent to AGC one week previously:

- Apprenticeship Programmes
- Microplacement module - School of Arts & Social Sciences

Regarding micro-placement electives, it was noted that for the first year of delivery (while the elective was being established) this elective's marks would not contribute to the final degree classification.

Decision

Senate **approved** the amendments to Regulation 19.

11.2 Recommendations for the Award of Professor Emeritus

Senate **considered** the nomination from The City Law School for the award of Professor Emeritus. The nomination had been recommended to Senate for approval by AGC.

Decision

Senate **approved** the nomination of Professor Nigel Duncan.

11.3 Chair and Deputy Chair of the Senate Research Ethics Committee (SREC)

Senate **considered** the following nominations:

- (i) the nomination of Professor Richard Ashcroft as the new Chair of the Senate Research Ethics Committee.
- (ii) the nomination of Dr Corinna Haenschel, as the new Deputy Chair of the Senate Research Ethics Committee.

Decision

Senate **approved** the appointments.

12. Proposals/Reports to Senate from Educational Quality Committee

12.1 Lecture Capture Policy Consultation Update

Senate **considered** a paper on the Lecture Capture Policy consultation. The DP&P explained that the current lecture capture policy had been developed in 2013 and had been highlighted as being high priority for review. Since implementation there had been several technological changes, as well as an increase in the number of rooms with the facility for lecture capture. He reported that students were particularly interested in how lecture capture could support learning and this had been demonstrated in the responses to recent student surveys. In discussion the following points were raised:

- BoS were being consulted on the policy and feedback received from BoS and Senators would feed into the revised policy, which was scheduled for discussion at EQC in September.
- The current policy did not relate to the emergency measures being undertaken in response to online teaching as a result of Covid-19 pandemic.
- Blended learning might become best practice at City in the future and it might therefore be helpful to consider the policy against that background.

- Further exploration of issues such as copyright and accessibility might be helpful when considering the policy.
- It was important for the policy review not to lose sight of the strong desire among students for improved lecture capture across City.

12.2 Proposed Approach to Annual Programme Evaluations 2019/20

Senate **noted** the changed approach to Annual Programme Evaluations 2019/20. The impact of Covid-19 on the current academic year had made it difficult to undertake the activity for APEs in the usual way. The paper outlined a revised approach for completing the APE's.

12.3 Amendments to approved Teaching and Assessment Types

Senate **considered** the proposals in the paper on approved Teaching and Assessment Types. Due to the blended learning approach for 2020/21, it had been decided that a review of approved teaching and assessment types should be undertaken. The paper recommended adding the following:

- Exam Online as an approved assessment type
- Synchronous Online and Asynchronous Online as approved teaching types

Decision

Senate **approved** the recommendations.

12.4 New Approach to Partnership Approval

Senate **considered** the New Approach to Partnership Approval paper. The DP&P explained that the changes proposed had been designed to streamline collaborative provision with the process for the approval of internally managed programmes. They represented a mechanism to bring together those members of staff with expertise in developing and managing quality in partnerships. The DP&P thanked colleagues who had worked on the new approach.

Decision

Senate **approved** the recommendations.

13. Proposals/reports to Senate from Research & Enterprise Committee

13.1 REF 2021 Update

Senate **received** an update from the VP (R&E) on plans for the REF 2021. He explained that in response to the Covid-19 pandemic the REF submission date had been revised to 31 March 2021 and the extended assessment period for impact would run until 31 December 2020. In discussion the following points were raised:

- Although the revised submission dates were helpful, colleagues had undoubtedly experienced disruption to their work in recent months. The work ahead remained challenging given the pressures on colleagues.
- There had been a recent surge in the number of papers included on the internal repository. Services provided by colleagues in the library had been much valued.
- It was important to consider how best to optimise submissions to REF. Schools were continuing to hold discussions regarding staff profiles.

Part Three – Other Items for Discussion

14. Assessment Feedback Turnaround Times Reports

Senate **considered** the report which summarised the compliance of Schools with the assessment feedback turnaround deadlines. The DP&P explained that there had not been 100% compliance with the policy, but there had been a modest increase in

compliance. In the autumn term of 2019/20, the average compliance across the Business School, CLS, SHS and LEaD had stood at 92.4%, an increase from 90.4% achieved for the same period during 2018/19. Data from SMCSE, and SASS had not been provided in time for inclusion in the report.

While the 2% increase was a welcome development further improvement was required in order to support our students, meet their needs and meet the 100% compliance required by the Assessment & Feedback Policy. It was noted that the policy had been suspended during the Covid-19 pandemic, but that it would be important to continue working on 100% compliance both during the pandemic and once the policy was active again.

15. UPAC Schedule

Senate **noted** the UPAC Schedule paper which outlined the UPAC dates for 2020/21. It was noted that Schools were expected to share the dates with colleagues and to give due consideration to the dates when scheduling PARC dates. It would also be important for staff to consider any implications regarding the scheduling of teaching for future years.

16. Student Survey Headlines

Senate **considered** the student survey headlines report which provided an overview of the surveys launched in the 2019-20 academic year. The paper captured top level headlines from City's internal Your Voice 1 and Your Voice 2 survey, as well as response rates (which had decreased) and a survey schedule for the release of YV, NSS and PTES results.

The DP&P explained that survey results had been shared across the University and discussions concerning student voice were taking place. It was important to consider how best to respond to current student feedback and also how to best engage with the student voice in 2020/21. Discussions with Deans regarding the organisation of module evaluations for the 2020/21 were ongoing. There would be future discussions at Education & Student Committee on the matter and a proposal would come forward in due course.

Decision

Senate **approved** the changes to the above policies.

17. Student Case Activity

Senate **noted** the 2019 Student Case Activity report which outlined activity relating to student academic appeals, complaints, academic misconduct, student conduct and Fitness to Study cases within Schools and the Student Voice Team.

18. Internal Audit Reports

Senate **noted** the following Internal Audit Reports:

- 18.1** Performance Indicator Review – Progression
- 18.2** External Examiners
- 18.3** BoS

19. Reports from Sub-Committees and Executive Advisory Committees

19.1 Boards of Studies Minutes

Senate **noted** the minutes of Boards of Studies from our Business School, the City Law School, the School of Health Sciences, and the School of Mathematics, Computer Science and Engineering.

19.2 Reports from the Research & Enterprise Committee, Educational Quality Committee, Academic Governance Committee, Collaborative Provision Committee

20. Appointment of President

Senate **received** an update from the College Secretary regarding the appointment of the President. He explained that five candidates had been shortlisted for the position and had participated in a wide range of stakeholder meetings. He thanked colleagues, including Senators Professor Charles Baden-Fuller and Dr Rachel Cohen, for their input throughout the process. Interviews had taken place on site in a socially distanced way. Further consideration was now underway and it was anticipated that an announcement would be made imminently.

Part Four – Items for information

The following items were noted for information and not discussed at the meeting.

21. Minutes for Information

Senate **noted** the minutes from the following meetings. The Research and Enterprise Committee was now a Senate Committee and not an Executive Advisory Committee and would be listed accordingly in future agenda:

21.1 Senate Committees

17.1.1 Educational Quality Committee

17.1.2 Academic Governance Committee

17.1.3 Collaborative Provision Committee

21.2 Executive Advisory Committees

17.2.1 Education and Student Committee

17.2.2 Research and Enterprise Committee

22. Honorary Visiting Professors

Senate **noted** the Honorary Visiting Professors appointed since its last meeting.

Part Five – Concluding Items

23. Freedom of Information Review

Senate **agreed** the classification of papers from the meeting.

24. Any Other Business

The Chair thanked all Senators for the substantial work they had done in the recent challenging circumstances.

Cass Business School: The Name of the School

The College Secretary reported that Council had agreed to relinquish the Cass name with immediate effect owing to the historical links of Sir John Cass to the slave trade. In discussion the following points were raised:

- It would be important to understand the decision-making process for the naming of the Business School and to what extent City would continue its association with the Cass Foundation.

- There would continue to be interest in the matter from staff, students and alumni. Council wished to move decisively on this ethical matter and to develop an implementation plan after, rather than before the announcement. The plan was therefore being developed during July and August.
- The decision to move to a new name for the Business School posed a risk to student recruitment.

25. Date of Next Meeting

8th October 2020 from 2.00pm to 5.00pm

Professor Sir Paul Curran
President and Chair of Senate
July 2020

Note: **[Action]** = to be recorded in matters arising.