

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. To be completed.
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	Verbal update at December's meeting. To form part of the Research Agenda led by VP (R&E). To be completed.
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	06.05.15	14	Doctoral Degree Supervisor Policy	It was agreed that the BoS should receive feedback throughout the year on the working of the new Policy, including information on student numbers and student routes. The BoS would be asked to feedback to Senate at the end of the first year of implementation as part of a Senate review of the Policy. Senate would receive an annual report of exceptional approvals of 'first supervisors' by the President.	Dean Grad School Dean Grad School	Dec 2016 March 2017	The consultation with Schools is yet to be completed. Ongoing. One School has flagged up that a request for several exceptions will be submitted. On Agenda. To be deleted. A request for exceptions has been received from SASS and approval is currently being sought. To be completed.
5	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	Verbal update at October's meeting. To be completed.
6	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	To be completed.
7	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	May 2017	To be completed.

8	18.05.16	13	Assessment Feedback Turnaround Times – Autumn Report	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	To be completed.
9	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 at December's meeting. To be completed.
10	18.05.16	22	Sabbatical Leave Monitoring Report	Issues raised by the data contained in the paper would be addressed by the working group on sabbatical leave policy established by VP (R&E).	VP (R&E)	2016	Verbal update at December' meeting. To be completed.
11	13.07.16	8.2	Research Students Who Teach: Final Report	Many issues identified in the report concerned an apparent lack of compliance with City's policies about research students who taught. Recommendations in the report would be considered further by the Graduate School, by each Board of Studies, and by ExCo.	Dean GS / Chairs BoS / Executive	2016/2017	On Agenda. To be deleted.
				Boards of Studies should report to Senate through their minutes on the actions taken to ensure that policy was fully implemented in each School.	Chairs BoS	2016	On Agenda. To be deleted.
12	13.07.16	11	Prevent Update	The Prevent action plan would be discussed again at Senate in October or December meeting.	VP (R&E)	Dec 2016	On Agenda. To be deleted.
13	13.07.16	18	Appointment of Visiting Staff	It was noted that Visiting Lecturers and Professors sometimes misrepresented the terms of their appointment; and that AGC and Boards of Studies could helpfully discuss with HR colleagues what action could be taken to address this issue.	College Secretary / Chairs BoS	October 2016	On Agenda. To be deleted.

14	13.07.16	23	Research Degree Qualifications Rate (RDQR) Cohort Analysis	It would be helpful for future iterations of this report to clarify further the difference between 'submission' and 'completion' rates for research degrees.	Dean GS	2016/2017	To be completed.
15	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	To be completed.
16	12.10.16	4	Item 12, Board of Studies	It was reported that members of SMCSE's Board of Studies had not been aware that Senate had requested improvements in Committee minutes; and would welcome guidance from Student & Academic Services (S&AS) on what was required.	DSAS	2016/2017	On Agenda. To be deleted.
17	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.	DSAS	Dec 2016	On Agenda. To be deleted.
				The topic would form a substantive item for discussion at the December meeting of Senate.	DSAS	Dec 2016	On Agenda. To be deleted.
18	12.10.16	7	Terms of Reference and Governance Regulations	In discussion, it was noted that Ordinance C.1 Senate would be updated to revise the statement that Senate's work on academic quality and standards took place 'with minimal involvement of Council'. This expectation will change in December with the introduction of reporting requirements from Senate to Council and on to HEFCE. Proposals would be discussed at the next meetings of AGC, Council and Senate.	College Secretary	Dec 2016	On Agenda. To be deleted.

19	12.10.16	8.2	Items Specially Forward by the Chair	Senate received a progress report on a complaint regarding academic standards. The Chair of Senate had authorised an investigation into the operation of a module on a year one Cass undergraduate programme. The panel had comprised the Director of S&AS (ex-officio member of Senate), the Deputy Dean of Cass and the Head of Student Experience in S&AS. The first part of that investigation had concluded, and a report would be brought to the next meeting of Senate.			On Agenda. To be deleted.
20	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.		2016/ 2017	To be completed.
21	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.		2017	To be completed.
22	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.		2017	To be completed.
23	12.10.16	23	External Examiner Appointments Research Degrees 2015/16	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 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.		2017	It will be taken forward as part of the Athena Swan Action Plan (action 2.40).
24	12.10.16	25	ARQM Report	The paper had been withdrawn. A revised version would be discussed at the next Senate meeting in December		Dec 2016	On Agenda. To be deleted.

Mariah Loukou
December 2016