

**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	2016	Update on agenda.
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 (S&P)	2016	To be considered as part of 'support for research students review'. Senate to receive an update on the review in due course.
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	Work on-going. 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	2017	Currently not in a position to implement. A short paper on what is possible to come to a future meeting of Senate
5	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 and HR discussing data collection/SAP. A short paper on what is possible to come to a future meeting of Senate.
6	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	Assessment Strategies Project outcomes scheduled for May 18.
7	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.	DSAS	July 2017	Work on-going. Being discussed at the Quality Forum.

				Senate should not simply approve the recommendations in the report but should also monitor their implementation by Boards of Studies.	DSAS		
8	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	July 2018	To be completed.
9	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	March 2018	Discussed at Graduate School Committee. Guidance note to come forward in due course.
10	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.	Chair AGC/DSAS	Dec 2017	Being considered as part of wider review of Regulation 19.
11	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.
12	12.07.17	10	Education & Student Strategy	It would be helpful for Senate to further engage in the discussion about CPD and this would be scheduled for a future meeting of Senate.	College Secretary	Dec 2017	Debate item included on December agenda. <b>To be deleted.</b>
13	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.
14	12.07.17	13	Governance of Educational Quality	The College Secretary would meet the VP (R&E) to consider the governance arrangements of the Research & Enterprise Committee, which is currently advisory to the VP (R&E).	College Secretary/ VP(R&E)	Spring 2018	On Agenda. Meetings taken place and discussed at AGC. <b>To be deleted.</b>
15	12.07.17	15	Proposed Amendment to Regulation 12	The Student Sabbatical Officers had noted in written comments provided to the Chair that they would like clarification of paragraph 10.3, specifically in relation to the timescales that the consequences could be in force for, the right of appeal and the process of investigation. It was	Director, IT Services	Oct 2017	Details of SU query have been passed to IT colleagues. <b>To be deleted.</b>

				noted that their comments would be passed to the IT team who would be able to respond to their queries.			
16	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	Assessment Strategies Project Outcomes to come to May 2018 Senate.
17	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	2017/18	To be completed.
18	12.07.17	20.1	APE Summary Reports: Postgraduate Reports	Given the gaps in data there was concern regarding how useful the summary currently was. Senate agreed to ask Boards of Studies to provide the missing data so that a complete report could be reviewed.	DP&P	2017/18	On Agenda.
19	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.
20	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 to be develop by new Chair of SREC.  On Agenda.
21	11.10.17	10.2	SU Academic Societies	It would be helpful for a complete list of all academic societies to be made available and the Dean of Cass would meet the SU President and VP (A&D) to further discuss.	Dean Cass / SU	Dec 2017	Meeting has taken place. <b>To be deleted.</b>
22	11.10.17	12	Senate nominees for Stage 2-level panels (student cases)	Senate asked to receive an update in the spring term on the number of nominated staff who had received training.	DP&P	March 2018	On Agenda. <b>To be deleted.</b>
23	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	To be completed.
24	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.	DP&P	17/18	To be completed.

				The SES would meet the DP&P to further discuss issues around non-attendance, survey results and module outcomes.	DP&P	17/18	
25	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 <sup>nd</sup> pro forma data.
26	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 re-scheduled for May meeting.
27	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	To be completed.
28	13.12.17	16.1	ARQM Exercise 2017	It would be helpful for Senate to schedule a review of the ARQM process to minimise duplication and overlap with data collected in response to the changing nature of REF requirements. The CS would check what arrangements had been suggested for this in the review of the ARQM process carried out by the previous VP(R&E). Senate would receive an update at its March meeting.	College Secretary	2017/18	On Agenda. VP(R&E) to provide an update at the March meeting of Senate.
29	13.12.17	16.2	ARQM Gender Analysis Report	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.  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.	SES/ VP(R&E)  VP(R&E)	2017/18	To be completed.  To be completed.
30	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)	Spring 2018	To schedule an update from the VP (R&E) on outcomes from the review into support for PhD Students.
31	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 completed.

32	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	
33	13.12.17	22.2	Research Students Who Teach – Analysis of Data	The Dean of the Graduate School would work with colleagues in LEaD and Schools to further discuss engaging students on training programmes prior to teaching.	Dean Grad School	Spring 2018	Associate Director, LEaD & Dean Grad School have circulated details of the courses running in early 2018. <b>To be deleted.</b>
34	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	Spring 2018	To be completed. Being considered as part of wider review of Regulation 19.

Gemma Watt  
February 2018