

Matters Arising from Senate Meetings – Open

	Meeting	Minute	Action Title	Action	Contact	Timeline	Achieved/ Comment
1	12.12.18	12.4	Postgraduate Research Learning Outcomes	Further measures of the success of City PhD students should be developed, including the employability of such students and publication details, and reported to Senate in future years.	Doctoral College	Dec 2020	Deferred until Autumn- Graduate Outcomes survey was published 24th June – Doctoral College will look at findings and PGR response rates. To receive verbal update.
2	13.03.19	12.3	Framework for Development and Review of Academic Policy and Guidance	Senate should review feedback on the Framework at its meeting in March 2020.	DSAS	2020/21	Timeline revised following Covid. To reschedule.
3	15.05.19	11.3	Viva Voce or Oral Examination using Videoconferencing	Statistics relating to the occasions where the policy had been implemented should in future be included in annual reviews of Graduate School activity presented to Senate	Dean Doctoral College	Dec 2020	Verbal update on agenda (4.1).
4	15.05.19	17	Outcomes from Module Evaluation 2018-19 – Autumn Term 2018	The DP&P would work with the Director of Student & Academic Services, the Head of Student Experience & Engagement and the SU VP (Education) to improve the communication of module evaluation results in a format that was accessible to students and would report back to a future meeting of Senate.	DP&P	2020/21	Work ongoing. Working group being formed with students.
5	10.07.19	21	Assessment Feedback Turnaround Times Report – 2018/19 Autumn Term	Given the importance of promptness of feedback for student satisfaction, the year-on-year increase of 2% in the compliance with the assessment feedback turnaround requirement was a welcome development. Yet, as the overall performance remained below 100% and was red (RAG) rated, further improvement was needed and work would be undertaken, as a matter of urgency, by all Schools to improve the ratings.	Deans	2020/21	To be completed – Deferred (Covid-19 impact)
6	16.10.19	11.2	NSS 2019 Report	Programmes that required the most assistance were listed in the paper's Appendix	S&AS	Oct 2020	On agenda.

				H. Appendix C gave details of how the performance of City's programmes compared with that of others in the sector. It would be helpful in future for the main narrative paper to extract from these Appendices the key points for Senate's consideration. It would also be helpful for the papers to show changes to cohort sizes to enable any correlation between higher numbers on courses and reduced satisfaction to be identified.			
7	16.10.19	11.3	Integrated Student Support Review	A further update on implementation would be presented to a future meeting of Senate.	S&AS	March 2021	To be completed.
8	16.10.19	14.4	Module Evaluation Process Review Update and Policy	The policy would be considered again by Senate in due course.	S&AS	March 2021	Deferred until Spring.
9	16.10.19	14.5	Policy on Extensions and Late Submission of Student Work	It would be helpful to clarify the reference to 'marks', for example in paragraph 20, as 'percentage points'. The consistency of terminology would be checked. On page 6, the reference to the final mark being capped at the pass mark would be clarified to confirm whether this referred to the component or module	S&AS	2020/2021	The online system is in development. Update went to the Finance Committee in February.
10	16.10.19	14.7	Periodic Review	Staff were encouraged to contact the Quality and Academic Development Team (QUAD) with forthcoming PPR dates (if they had not already done so) so that these could be supported as best as possible. Section C, on pages 4/5, talked about future enhancements to be addressed and it would be helpful to make more explicit in the	Senators	Dec 2020	Meetings took place between Quality & Standards Officer and Schools to discuss scheduling – this work is still ongoing. Due to impact of Covid-19, Schools are asked to keep dates under review depending on School/PSRB needs. Given the situation, we can be flexible, if Schools advise how to proceed. In moving to any new date, we would need to be mindful of Panel availability – it may be difficult to secure preferred dates, but we can be flexible as much as possible. This document has been updated to reflect a more task and finish style approach with details

				document how these issues and processes would be tracked and managed.			of how issues are being taken forward. Key staff have been sent reminder updates To be deleted.
11	11.12.19	4.2	Matters Arising; Academic Year Structure	The QUAD Team were continuing to lead on plans to finalise the academic year structure review, with the aim for the proposal for the years 2021/22 – 2023/24 to be submitted for Senate's review and approval in July 2020.	S&AS	Nov 2020	Update received in May and July. Further update for the 2020/21 academic year on agenda. On Agenda.
12	11.12.19	11.1	City Doctoral College	The Assistant Vice-President (Doctoral College) would review both issues. The practicality of meeting as regularly as proposed also warranted further consideration, including the possibility of holding alternate meetings virtually. The Regulations would be reviewed by AGC after a year and the Operational Plan was scheduled for discussion at Senate in March 2020.	Assistant Vice-President (Doctoral College)	March 2021	Not due.
13	11.12.19	17	Sabbatical Leave Monitoring Report	The Governance Team would review the pro-forma circulated to BoS to gather data required for the monitoring report, with a view to achieving greater uniformity in the returns.	Governance Team	Spring 2020/21	In progress.
14	13.05.20	4.1	Grad Teaching Assistants (Matters Arising)	It might be helpful to explore the extent to which students had been teaching elsewhere and the degree to which this has had a detrimental impact on their academic progress, for example through a short survey. The issue would be further discussed at a future Doctoral College BoS. The point at which a Graduate Teaching Assistant was transferred to a Visiting Lecturer contract varied across the University. It would be important to agree a consistent approach. The Doctoral College Chair was in contact with colleagues in HR	Doctoral College	Dec 2020	To be completed. Discussions continuing outside of meeting.

				about this and the issue would be progressed outside of the meeting.			
15	08.07.20	4.2	Matters Arising: 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.	S&AS	Oct 2020	On Agenda. To be deleted.
18	16.09.20	8	Educational Offer and Student Experience 2020/21	Should a second lockdown occur, resulting in the closure of Schools, synchronous teaching might become problematic for those with caring responsibilities. It would be important to consider how to best support these staff. The DP&P would further discuss the matter with Deans.	S&AS	Aut 2020	Discussions taking place. To be deleted.
17	16.09.20	9	Quality and Standards Contingency and Implementation Working Group Overview	The Online Learning Experience Survey report was in progress and would be reported on at a future meeting of Senate.			Added to the Senate calendar for note – date to be assigned.
18	16.09.20	16	Any Other Business	A further discussion between the SU Senators and the Chair of the Doctoral College would take place following the meeting.	SU/Chair DC	Dec	SU to confirm.
19	07.10.20	3	Minutes	Some minor corrections were identified, and these would be actioned by the Governance Team. The College Secretary would raise Senate attendance with the Chair of Council.	Governance	Oct 20	Completed. To be deleted. Completed. Good uptake from Council members, with lay members due to attend December, March and May meetings. To be deleted.
20	07.10.20	7.5	Items Brought Forward by the Chair	IT had become increasingly central to learning over recent months and it would be useful for Senate to see how current IT problems were being resolved. Senate would receive an update at the December meeting.	S&AS	Dec 20	On Agenda (4.2). To be deleted.
21	07.10.20	11.2	NSS Analysis	Elected Senators would welcome the opportunity to be involved in discussions on further developing the paper for a future meeting. To that end, the SES would collate	S&AS	Dec 20	On Agenda.

				<p>ideas and feedback from elected Senators to feed into the discussions at the December meeting of Senate.</p> <p>Senate would return to the discussion at its meeting on 9th December.</p> <p>Council should be made aware at their meeting on 9th October the concerns raised by elected Senators about NSS analysis and action planning; and that Senate, while noting that the listed actions were ongoing, had not endorsed the report.</p>			<p>On Agenda. To be deleted.</p> <p>Noted at the November meeting of Council. To be deleted.</p>
22	07.10.20	14.1	REF Update	Senate would receive a written report at the December meeting of Senate.	VP(R&E)	Dec 20	On Agenda. To be deleted.
23	07.10.20	15	Admissions Policy	A tracked document would help Senators understand where the changes had been made. A tracked version would be circulated to Senators following the meeting.	S&AS / Governance	Oct/Nov	Completed. To be deleted.
24	07.10.20	17	Postgraduate Research: Programme Delivery	It was noted that the Doctoral College were not pursuing virtual PhD Programmes. Professor Baden-Fulle noted that this might not be the case for the Business School and he would further discuss with the Chair of the Doctoral College outside of the meeting.	Prof Baden-Fulle / Chair Doctoral College	Dec 20	Completed. To be deleted.

Gemma Watt
November 2020