

ACADEMIC GOVERNANCE COMMITTEE
Meeting held on Wednesday 21st September 2016
UNAPPROVED MINUTES

Composition	Membership	Meeting 1 21.09.15	Meeting 2 16.11.16	Meeting 3 15.02.17	Meeting 4 12.04.17	Meeting 5 21.06.17
Vice-President (S&P) (Chair)	Professor Richard Verrall	✓				
Deputy President & Provost (Deputy Chair) (to Jun 17)	Professor David Bolton	A				
Vice President (R&E)	Professor Andrew Jones	✓				
Chair of SREC	Professor Ronald Douglas	✓				
SU President	Mr Yusuf Ahmad	A				
Senior Elected Senator (to Jun 19)	Dr Rachel Cohen	A				
Elected Senator (to Jun 19)	Dr Arti Agrawal	A				
Elected Senator (to Jun 18)	Professor Charles Baden-Fuller	✓				
Elected Senator (to Jun 18)	Professor Susan Blake	✓				
Elected Senator (to Jun 18)	Professor Laurence Solkin	A				
Co-opted Member (to Sept 16)	Dr Andrew Denis	✓				
Co-opted Member (to Sept 18)	Ms Claire de Than	A				

*Teaching commitment

Key: ✓ In Attendance A Apologies P Part Attendance N/M Not a Member S Sabbatical

In Attendance	Reason and Meeting Section
Mr Steve Stanbury	Director of Internal Audit
Ms Alison Edridge	Assistant Director, Student & Academic Services
Dr William Jordan	College Secretary
Miss Mariah Loukou	Governance Administrator

Preliminary Items

1. Items for Starring

AGC agreed the highlighted items as the main items of business for discussion at the meeting.

2. Minutes

The minutes from the meeting held on 15th June 2016 were approved.

3. Matters Arising

Item 1, BoS Assurance:

It was noted that the BoS Assurance implementation plan had been put on hold until HEFCE's Revised Operating Model for Quality Assessment had been published. As the paper was now available, Student & Academic Services would consider ways to improve the effectiveness of BoS this coming academic year.

Item 2, Academic Quality & Standards Key Areas

The Academic Quality & Standards Key Areas paper would be considered as part of work to improve the effectiveness of Senate and of work at City on academic quality and standards more generally.

Item 4, The Research Agenda and Senate

The Vice-President (R&E) would develop proposals about which parts of the research agenda, which was covered at the Research & Enterprise Committee should also be discussed at Senate.

Item 5, City Sabbatical Leave Monitoring Report

The Sabbatical Leave Policy was broadly fit for purpose, but it was not implemented consistently across Schools. Minor changes to the policy would be considered by the Working Group led by the Vice-President (R&E) in due course, but the immediate next step should be for Governance Team to work with Board of Studies to provide an annual report on Sabbatical leave 2015/16 for consideration at Senate. **[Action]**.

Item 8, BoS Student Engagement

It was noted that Professor Blake's paper had been considered by the Student Experience Team which had already undertaken initiatives to increase student engagement in City committees. The item could be marked as completed.

4.1 Terms of Reference and Composition

The Chair noted that there were currently four elected Senators sitting at the Academic Governance Committee. According to Senate Regulation 4, Senate's Committees, AGC could have up to six elected Senators appointed by the Committee for terms of 3 years, renewable. Therefore, AGC asked the Governance Team to write to all-elected Senators and inform them of the available vacancies. **[Action]**

4.2 Senate Regulation 4 :Senate's Committees

AGC was asked to note the paper outlining the revised Senate Research Ethics Committee Terms of Reference. In discussion, the Committee also agreed that all Senate Regulations needed to be aligned with the new University of London terminology. **[Action]**

Decision

AGC **approved** the amendments to Senate Regulation 4 Senate Research Ethics Committee.

5. Committee Membership

AGC noted the outcome of the July Senate elections and announced that the new elected Senators were:

- Dr Arti Agrawal (re-elected), School of Mathematics, Computer Science and Engineering
- Dr Anton Cox, School of Mathematics, Computer Science and Engineering
- Professor Mireia Jofre-Bonet, School of Arts and Social Sciences
- Professor Anthony Neuberger, Cass Business School

6. Items Specially Brought Forward by the Chair

There were none.

Part Two – Major Items for Discussion or Decision

7. Senate Calendar

AGC **noted** the Senate Calendar of Business. In discussion the following points were made:

- The Equality & Diversity debate would take place prior to the Senate meeting on the 12th October from 2.00 to 2.30pm. The Equality & Diversity Update should therefore be deleted from the 'Other' section of the October meeting. **[Action]**

- The Times and Sunday Times Good University Guide should be moved from the December to the October meeting as the report would soon be available. **[Action]**
- The HEFCE paper was 'one-off paper', hence it should be deleted from the May column. **[Action]**
- The College Secretary should discuss with the Dean of Graduate School and the VP (R&E) whether it would be possible for Senate to receive a single, yearly report from the Graduate School which would give an account of performance of the School against its targets in the round. **[Action]**
- The SU Strategy should be deleted from the July column. **[Action]**

8. Senate Annual Assurance Report to Council

8.1 Paper One: The required Annual Assurance to HEFCE & the Evidence & Processes that Support it

AGC was asked to consider the paper and commented on its content. In discussion it was noted that it would be helpful to make it clear that Appendix 1 was attached as additional information on City's subsequent submission, which would have to also include assurance on Part 1 of the European Standards and Guidelines, due on 1st December 2017, and that it was not part of this year's assurance report to Council.

8.2 Paper Two: Draft Senate Annual Assurance Report to Council

AGC was asked to consider the assurance made to Council by Senate. In discussion the following points were made:

- It would be helpful to find a way for the report to make reference to last year's thematic monitoring report on External Examiners appointments. **[Action]**
- The yearly Internal Audit reports that AGC and Senate received could give further assurance to Council, therefore should be included in the final version of the paper. **[Action]**
- Next year's Assurance Report to Council should have a wider evidence base; concentrating more on outcomes rather than activities, and actions taken to resolve matters arising, to ensure that City could provide full assurance to HEFCE.
- It would be helpful, Under 'Gender Issues', to add a few words about the contribution that Senate had made to the development of gender equality at City as well as to the Athena SWAN application itself. **[Action]**

Decision

AGC **agreed to recommend** to Senate the Senate Annual Assurance Report to Council.

9. Updates to Senate Regulations 2016/17

AGC was asked to consider the updates to Senate Regulations and noted the work that had been undertaken to align terminology and content in related policies with the revised Assessments Regulations. In discussion the following points were made:

- There had been some confusion on whether the word 'University' was allowed to be used in official documents. The Chair stated that the University of London was quite flexible about the use of the term at members of the University of London federation, but staff should use their judgement on which context was appropriate to use the word.
- AGC was happy to commend the paper for approval at October's Senate, but suggested that it should become an un-starred item on the agenda.

Decision

AGC **agreed to recommend** to Senate the minor updates to the Regulations.

10. Institutional Partnership with City and Islington College

AGC was asked to agree to recommend the paper to Senate which outlined the reasons why the partnership with City and Islington College should be re-designed as a School-managed partnership. In discussion the following points were made:

- It would be useful to check whether Council would like to receive the report as even though the reputational risk around this partnership was low, Council might want to be aware of this change.
- It was also noted that the current provisions within the Partnership would take immediate effect despite the fact the final cohort of students was due to complete their Foundation Degree of Ophthalmic Dispensing in 2018/19.

Decision

AGC **agreed to recommend** to Senate that the partnership with City and Islington College be re-designed as a School-managed partnership.

11. Policy on Animal Research

AGC was asked to consider the paper which reviewed the policy to ensure that it was fit for purpose. In discussion the following points were made:

- The first bullet point should make clear that it expressed City's policy on animal research and was not a mere statement of fact.
- The second bullet point should make clear that City's policy is to 'permit' or 'allow' or say that its members 'may' conduct research covered by ASPA in collaboration with other institutions. It would be useful to clarify the definition of City's 'members' as it was unclear whether Visiting Staff were included in the definition.
- The second bullet point could usefully be split into two new paragraphs, the second of which that would state clearly whether City's policy was to monitor Visiting Staff that hold PI roles in other institutions.
- The Governance Team should consider whether legal advice was required before the finalisation of the paper. **[Action]**
- The paper would be further considered and revised by SREC and return for consideration and potentially approval to the next meeting of AGC **[Action]**

12. Appointment of Visiting Staff

AGC noted the discussion that had taken place in July's Senate and that AGC had been asked to discuss the best way to ensure that Honorary Visiting Professors did not use misrepresent their standing through the way in which they used their titles. In discussion the following points were made:

- Letters sent out to Honorary Visiting Professors, up until 2012, had suggested how the newly appointed professors should use their title, and one possible way forward would be to re-instate the former format of the appointment letter.
- City's practice in using the term 'Honorary Visiting Professor' was out of line with sector practice and there might also be a case for a wider reform that brought practice at City in line with that Russell Group institutions.
- The Governance Team would develop a paper setting out options for the way forward for discussion at the next meeting of AGC. **[Action]**

13(i). External Examiner Internal Audit Report 2015/16

AGC received a report that focused on the Internal Audit for External Examiners for taught programmes. In discussion the following points were made:

- The recommendations of the paper had been accepted and approved by the Senior Management Team.
- Nine out of the fifteen external examiners' appointments used as a sample in the report had been submitted late. It was imperative to improve this aspect of the

appointment process as failure to do so might affect the assurance to Council in the upcoming years.

13(ii). Internal Audit Support Plan for Senate 2016/17

AGC was asked to receive the Internal Audit Plan for the new academic year which included the following areas: (i) Student Voice, (ii) Annual Programme Evaluations and Periodic Reviews, (iii) oversight of accreditation and professional and statutory review bodies. In discussion the following points were made:

- It was noted that the audit of the Sabbatical Leave could also be included in the report.
- It was reported that the audit for the Annual Programme Evaluations and Periodic Reviews would be deferred until the spring term.
- SITS users had noticed variations in the way that the system calculated the final award mark for students. The Director of IA would discuss details of the issue outside the meeting to pinpoint the exact problem and would report back if necessary. **[Action]**

13(iii). Student Records Audit Report 2015/16

AGC noted an overview of the Student Records Final Audit.

14. Nomination for the Award of Professor Emeritus

AGC was asked to consider a recommendation for the Award of Professor Emeritus.

Decision

AGC **agreed to recommend** the nomination of Professor Chris Rowley for the Award of Professor Emeritus.

Part Three – Items for Information (or discussion if time allows)

15. Research Ethics Committee

AGC noted the minutes of the meeting of the Senate Research Ethics Committee held on the 7th July 2016.

16. Date of Next Meeting

16th November 2016 at 2pm in AG01

Professor Richard Verrall
Chair of AGC
October 2016