

Matters Arising from Senate Meetings – Open

	Meeting	Minute	Action Title	Action	Contact	Timeline	Achieved/ Comment
1	11.07.18	20	Staff Eligible to Sit on Stage 2 Appeal & Disciplinary Panels	Future reports should include a column outlining when training had taken place - although it may not be possible to include backdated information due to the lack of accurate historical records.	DSAS	Oct 2019	On agenda. To be deleted.
2	17.10.18	15.2	Periodic Review Thematic Report	The DP&P would reflect on comments and would discuss with colleagues how the implementation of the Personal Tutoring Policy and support for students more widely could be best reported to Senate.	DP&P	Oct 2019	To be covered as part of integrated student support update. On agenda. To be deleted.
3	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.	Dean Grad School	2019/2020	Mechanisms to be put in place to capture these data to allow Graduate School to report to Senate in due course. For Doctoral College to take forward.
4	12.12.18	21	Sabbatical Leave Monitoring – Interim Report	Senate noted the interim report. In discussion, it was noted that future iterations of the report could helpfully provide further detail on academic role profiles of sabbatical leave applicants. The VP (R&E) would accordingly request further details from Boards of Studies for the next annual report to Senate.	VP (R&E)	Dec 2019	Not due.
5	13.03.19	4.4	KPI/PI Review	The VP (S&P) reported that she would welcome more information on what data would be useful to Senate in addition to benchmarking figures. It was agreed that the VP (S&P) and Senator Anton Cox would meet to discuss this matter further and report back to a future Senate meeting.	VP (S&P) /Senator Anton Cox	2019	Completed. To be deleted.
6	13.03.19	12.1	Undergraduate Annual Programme Evaluation Summary Report	Inclusion of 'Areas for improvement' documents would be helpful to see whether issues raised related to certain Schools or were institution-wide. The DP&P would review this request with the Educational Quality Committee.	DP&P	March 2020	Not due.

7	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	March 2020	Not due.
8	13.03.19	15	Sabbatical Leave Monitoring	In future monitoring reports it would be helpful to see the criteria applied to application refusal, the role profile of applicants, and the percentage of applications approved/declined.	VP (R&E)	Dec 2019	Not due.
9	15.05.19	8	Senate Calendar	There was currently a risk that there could be considerable variation in the length of Senate agendas across the year. The College Secretary would work with colleagues in Student & Academic Services to regulate the allocation of items of business to Senate meetings to address this risk where possible.	College Secretary / S&AS / SES	Oct 2019	On agenda. To be deleted.
10	15.05.19	11.1	Policy on Graduate Teaching Assistants	An Equality Impact Assessment had been completed for the new policy, but the Graduate School proposed to undertake further analysis in October 2019 once a full academic year of data was available. Further consideration should then also be given to the wording of Question 4 (as arrangements for appointing Graduate Teaching Assistants were not uniform across City) and to Question 13 (there was a case for including the UCU in the list of stakeholders).	Dean Grad School	2019/20	Not due.
11	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 Grad School	2019/20	Not due.
12	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	Oct 2019	On agenda. Working group being formed with students.
13	10.07.19	4.4	Prevent Duty Compliance	The SU confirmed that all SU staff and Officers had access to City's Prevent training. The SU would confirm in due course if the incoming Officer Team	SU Officers	Oct 2019	Update to be provided at meeting.

				would be undertaking City's Prevent training in 2019/20.			
14	10.07.19	7	Employability Modules	Employability modules: The Deputy President & Provost confirmed that a strategy and implementation paper for embedding employability in the undergraduate curriculum for 2020/21 would be presented to Senate's next meeting in October.	DP&P	Oct 2019	On agenda. To be deleted.
15	10.07.19	11.5	Proposed Amendments to Regulation 19 – Assessment / Programme Regulations	Proposals from the School of Mathematics, Computer Science & Engineering were still being developed and would be circulated to Senate for approval by circulation.	S&AS	Sept 2019	Circulated in Sept 2019 for approval. Completed. To be deleted.
16	10.07.19	11.9	Senate Effectiveness	The College Secretary, Senior Elected Senator and Assistant Director, Student & Academic Services, would meet over the summer to consider the Senate calendar for 2019/20 and to discuss the feasibility of more effective distribution of Senate business across the year.	College Secretary/ SES/ Assistant Director S&AS	Oct 2019	On agenda. To be deleted.
17	10.07.19	12.2	REF Update	A broad draft of the submission had been prepared including draft UoAs. Additional staff resources would be made available as the submission date approached. A new Interim Head of Research & Enterprise had been appointed and a detailed timetable for actions required leading up to submission was being developed. A top priority over the summer would be to draft the institutional level statement, although final guidance was awaited before this statement could be finalised. Work would also be focussed on revising the text of the 60-70 impact case studies across the 13/14 UofA. A further update would be provided to Senate at its meeting in October.	VP (R&E)	Oct 2019	On agenda. To be deleted.
18	10.07.19	14.1	Academic Integrity & Misconduct Policy and Guidance	Senate was asked to provide any initial views on the proposed Policy revisions prior to wider consultation. Comments should be sent directly to the Director of Student & Academic Services.	Senators	2019	Completed. To be deleted.

19	10.07.19	14.2	University Admissions Policy: Fraudulent Applications	The Chair of BoS for SMCSE queried if the 20-30 students who often dropped out within the first few weeks of term without any communication had possibly made fraudulent applications to access student funding, and wondered if this problem could be addressed through this policy. The Deputy President & Provost would investigate this issue; and consider whether the possibility should be flagged in this policy.	DP&P	Oct 2019	Verbal update to be provided at meeting. To be deleted.
20	10.07.19	14.2	University Admissions Policy: Fraudulent Applications	In the School of Health Sciences, it would often be the case that fraudulent activity would bring into question the good character of an individual and hence their fitness to practise. Similar issues might arise in relation to the City Law School. It would therefore be helpful to amend the end of paragraph 6.1.1 to read “ ... or may be subject to the Student Disciplinary Regulations <i>and, in certain programmes which are regulated by PSRBs, the fitness to practise policy.</i> ”.	DP&P	2019	Completed. To be deleted.
21	10.07.19	14.5	Count Me In: Taught Student Attendance Policy	An implementation strategy had not been included with the policy. The Director of Student & Academic Services confirmed that an implementation plan would come to Senate in due course.	S&AS	2019/20	Not due.
22	10.07.19	14.5	Count Me In: Taught Student Attendance Policy	The reference to ‘temporary withdrawal’ in point (c) would be reviewed as this terminology was not commonly used in other City documentation.	S&AS	Dec 2019	To be completed. Will be discussed at the next CMI group meeting.
23	10.07.19	14.6	Academic Year Structure Review Outcomes and Proposed 2020/21-2022/23 Structure	The proposed arrangements would need to be revisited as a matter of urgency as approval was required before the start of the academic year. Further work would therefore be undertaken with relevant colleagues to understand how the issues might be addressed. Student & Academic Services would aim to conclude this work by the end of July and present a revised proposal to Senate in August via email circulation.	S&AS	Aug 2019	Verbal update to be provided at October meeting.
24	10.07.19	14.7	Module Evaluation Process Review Update	A revised paper would be brought back to Senate after further consideration by EQC. It would be useful if a fuller paper could be provided that included	S&AS	Oct 2019	On agenda. To be deleted.

				detailed feedback from all the consultation groups and committees, and more detail on unconscious bias and how this would be managed and taken account of in performance management.			
25	10.07.19	14.8	Internal Audit Reports	In discussion, it was noted that all the agreed recommendations in the reports which had been agreed by management would be implemented by the Executive. The Deputy President & Provost would provide a progress report on the implementation of the recommendations relating to the Internal Audit report on Admissions for the October meeting of Senate.	DP&P	Oct 2019	Verbal update to be provided at meeting. To be deleted.
26	10.07.19	16	Graduate Students who Teach – LEaD Training Module	The Senior Elected Senator suggested that more detailed information showing changes made to the module in response to specific feedback would be helpful, and would meet with the Director of LEaD to explore the issues around the LTA module in more detail.	Director LEaD/SES	Dec 2019	To be completed.
27	10.07.19	17	Update to the Student Bullying and Harassment Policy	Academic and Professional Services staff had not yet been consulted on the proposed changes to the policy but, once consultation had taken place, approval of the revised policy would be sought from Senate before the beginning of the new academic year.	S&AS	Dec 2019	Revised policy approved by Chair's Action prior to start of academic year. Further consultation now underway on possible wider changes to the policy, including further changes to the wording in relation to data protection issues. Substantially updated paper to be presented in December.
28	10.07.19	17	Update to the Student Bullying and Harassment Policy	It was possible that other aspects of the policy also required urgent updating to conform with City's legal obligations. An academic in the Department of Sociology with expertise in the area of student bullying and harassment had offered to liaise with Student & Academic Services about a wider review of the policy. The Vice-President (Strategy & Planning) would also be happy to contribute to any further review.	S&AS	Dec 2019	To be completed. Substantially updated paper to be presented in December.
29	10.07.19	18	Update Report for Student Experience Committees	In discussion, a factual inaccuracy regarding the #stepchange framework was noted in section 1.11 on page 9 of the report which would be corrected.	S&AS	2019	Completed. To be deleted.

30	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	2019/20	To be completed.
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