

**ACADEMIC GOVERNANCE COMMITTEE**  
**Meeting held on Tuesday 22<sup>nd</sup> September 2020**  
**UNAPPROVED MINUTES**

Composition	Membership	Meeting 1 18.09.19	Meeting 2 13.11.19	Meeting 3 04.02.20	Meeting 4 28.04.20	Meeting 5 10.06.20
Vice-President (R&E) (Chair)	Professor Andrew Jones	Y				
Deputy President & Provost (Deputy Chair)	Professor David Bolton	Y				
Chair of SREC	Professor Richard ASHcroft	Y				
SU President	Saqlain Riaz	Y				
Senior Elected Senator (to July 22)	Dr Rachel Cohen	Y				
Elected Senator (to Jun 21) – Cass	Professor Charles Baden-Fuller	A				
Elected Senator (to Jun 21) – Law	Professor Susan Blake	Y				
Elected Senator (to Jun 21) - SASS	vacancy	N/M				
Elected Senator (to 22) – SMCSE	Dr Anton Cox	Y				
Elected Senator (to 20) - SHS	Vacancy	N/M				

\*Teaching commitment

In Attendance	Reason and Meeting Section
Ms Yewande Akindele	Head of Quality and Academic Development
Dr William Jordan	College Secretary
Ms Gemma Watt	Governance Administrator

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

**Preliminary Items**

1. **Apologies**  
The Chair **noted** apologies.
2. **Items for Starring**  
AGC **agreed** the highlighted items as the main items of business for discussion at the meeting.
3. **Minutes**  
The minutes of the meeting held on 10<sup>th</sup> June 2020 were **approved**.
4. **Conflicts of Interest**  
None were noted.
5. **Matters Arising**  
AGC **noted** the matters arising. It was reported that an update on the Teaching and Research Ethics Policy would come to the November meeting of AGC.

## 6. **AGC Terms of Reference**

AGC **noted** their terms of reference, as set out in Regulation 4, Senate's Committees.

## 7. **Items Specially Brought Forward by the Chair**

### 7.1 **Public Sector Equality Duty**

The Chair **noted** the Committee's commitment the Public Sector Equality Duty when making decisions. He noted that Committee members have a responsibility to consider how their actions and decisions may impact on equality at City.

## **Part Two – Major Items for Discussion or Decision**

### 8 **Approach to Senate approvals via circulation**

AGC **discussed** Senate's approach to approving Senate business out of session. Currently Senators are emailed documents for approval and are asked to respond via email indicating whether they are content to approve the documents. At the September meeting of Senate, Senators asked the Governance Team to consider whether anything could be done to make the process for approvals more transparent. Senators also asked whether it would be possible to arrange for more discussion of the papers for approval outside of the usual email trails.

Following the meeting of Senate a MS Teams Group was created to enable Senators to discuss papers in advance of the approval deadline. AGC were asked whether this was helpful and whether there were any further improvements that could be made to help facilitate discussion of items for Senate's approval out of session. In discussion the following points were raised:

- It would be helpful for the MS Teams Group to be more curated. There was currently one group for all Senate approvals, and this could become confusing when several papers are being discussed. A possible solution would be to create individual 'channels' for each approval in MS Teams. This would allow Senators to comment on individual papers.
- The Chair of Senate was required to report at meetings of Senate on all actions taken out of session, however, it was not always clear to other Senators how a consensus was reached and what comments/feedback had submitted by email.
- Encouraging people away from email approval would make the process of approval more transparent. It would enable Senators to view comments/queries on particular papers and to view the responses to comments.
- It would be important for the timescale and guidance for approvals to be clear and for Senators to be informed of the decision once the deadline had passed.
- The Governance Team, in collaboration with the Head of QUAD, would further discuss future arrangements for Senate approvals out of session. **[Action]**

### 9 **Draft Annual Assurance Report to Senate/Council**

AGC **noted** the proposed approach for the 2019/20 Annual Assurance Report to Council. The DP&P noted that the report would continue to provide Council with a summary of the key academic quality and standards developments, however, given the impact of Covid-19 on academic quality and standards, the report for 2019/20 would necessarily be more light touch compared to previous years. The Head of QUAD explained that Educational Quality Committee had agreed the report would:

- be light touch whilst still capturing key information
- provide a summary of any key changes made to Student & Academic Service process

- enable Council to note support needs for the following academic year
- feed into the forward planning exercises

In discussion the following points were raised:

- Although the report was no longer a formal requirement it was important to continue to produce a report for Council which outlined key academic quality and standards matters.
- It would be important to continue to address areas where City could make improvements.
- There was a longer timescale for this report and it would be important for it to be discussed at Senate's committees, prior to it going on to Senate and Council. The report would be scheduled for consideration at the November AGC, followed by the December Senate.

#### 10. **Recommendation for the Award of Professor Emeritus**

AGC considered the nomination for the award of Professor Emeritus.

##### **Decision**

AGC **agreed** to recommend the appointment to Senate for approval.

#### 11. **HVP Guidance**

AGC **considered** updated guidance for the appointment of Honorary Visiting Professors. The previous guidance was out of date and no longer circulated to Schools. The updates were intended to provide clarity on who could be considered for the role of Honorary Visiting Professor and the process for approving appointments.

##### **Decision**

AGC **agreed to recommend** the guidance to Senate for approval.

#### 12. **Calendar**

AGC **noted** the draft Annual Senate Calendar of Business. It was noted that the Governance Team were continuing to work with colleagues in S&AS on the calendar for 2020/21 and there would be further updates to the calendar which would be reflected in due course. In discussion the following points were raised:

- The DP&P would discuss with the Director of LEaD whether it would be possible to coordinate an online teaching item for the December meeting of Senate. He suggested that it would be helpful, and possibly more engaging, to also hear from staff and students on the matter and he would further consider how to best engage staff and students in the discussions. **[Action]**
- It would be helpful to consider how the replacements for module evaluations were working. This would include considering any data currently available.
- There would be reports for Senate to consider in 2020/21 that were not in the standard set of annual reports. It would be important to capture these reports on the calendar of business. For example, additional LEaD Reports and reporting on student withdrawals may feature on future Senate agendas.

#### 13. **Senate Membership 2020/21**

AGC **noted** the Senate membership for 2020/21. There was currently one student Senator vacancy which would likely be filled in the Autumn Term. In addition, AGC noted the complete Senate election report 2020.

#### 14. **Membership of Senate Sub-Committees 2020/21**

AGC **noted** the membership of Senate's sub committees. The Chair reported that there were two vacancies in AGC; one in the School of Health Sciences and one in the School of Arts & Social Sciences. In addition, there would be one vacancy on the Research & Enterprise Committee from November 2020. AGC **agreed** the process for appointing Senators to these committees. The Governance Administrator and the Senior Elected Senator would liaise outside of the meeting regarding the communication to Elected Senators. **[Action]**

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

**15. Any Other Business**

AGC **considered** the following tabled paper for approval:

**Assessment Regulation 19 – proposed minor updates for 2020/21 - SHS**

The paper outlined amendments to the Programme Regulations for the School of Health Sciences. The proposed changes had been approved by the SHS PARC and Board of Studies Chairs in August 2020. The revisions related to the following areas:

1. Minor revision to existing Regulation for BSc (Hons) Nursing (RN/ Pre-registration) (Adult) (Children's Nursing) (Mental Health)
2. MSc Clinical Optometry, where students have passed the relevant modules at City
3. RPL Proposal for MSc Advanced Clinical Practice and MSc Advanced Clinical Practice (Apprenticeship):
  - MSc Advanced Clinical Practice
  - MSc Advanced Clinical Practice (Apprenticeship)

In discussion it was noted that AGC members Dr Anton Cox and Professor Susan Blake had considered the proposed changes as part of their role on other committees. They confirmed to AGC that they were content to endorse the amendments outlined in the paper.

**Decision**

AGC **agreed to recommend** to Senate the proposed changes to Regulation 19.

**16. Any Other Business**

There was none.

**Date of next meeting**

11<sup>th</sup> November at 2pm

Professor Andrew Jones

Chair of AGC

September 2020