

SENATE
MEETING 283 HELD ON 7th March 2018
UNAPPROVED MINUTES

Composition		Membership	Count	Meeting 11.10.17	Meeting 13.12.17	Meeting 07.03.18	Meeting 16.05.18	Meeting 11.07.18	
(a) Ex-Officio Staff	President (Chair)	Professor Sir Paul Curran	1	Y	Y	Y			
	Deputy President & Provost	Professor David Bolton	2	Y	Y	Y			
	Vice-Presidents	Professor Richard Verrall (Deputy Chair)	3	Y	Y	Y			
		Professor Andrew Jones	4	Y	Y	Y			
		Professor Stanton Newman (p/t)	5	A	A	A			
	Director of Student & Academic Services	Ms Susannah Marsden	6	Y	Y	Y			
	Chairs of the Standing Committees of Senate:	BoS in Arts & Soc Sciences	Professor Chris Greer	7	Y	Y	Y		
		BoS in Business Studies	Professor Marianne Lewis	8	Y	A	Y		
		BoS in Eng & Math Sci & Inf	Professor Roger Crouch	9	Y	Y	Y		
		BoS in Health Sciences	Professor Debra Salmon	10	A	Y	Y		
		BoS in Law	Professor Carl Stychin	11	Y	Y	N/M	N/M	N/M
		BoS in Law	Professor Chris Ryan	11	N/M	N/M	A		
		BoS in Learning Development	Professor Susannah Quinsee	12	Y	Y	A		
		Academic Governance Cttee	Professor Richard Verrall	13	Y	Y	Y		
		Research Ethics Committee	Professor Ron Douglas	14	A	Y	N/M	N/M	N/M
		Research Ethics Committee	Professor Peter Ayton	14	N/M	N/M	A		
Collaborative Provision Committee	Professor Laurence Solkin	15	A	A	Y				
(a) Dean of City Graduate School	Professor Ken Grattan	16	Y	Y	Y				
(b) Non Ex-Officio Staff	Elected members of academic staff to equal the number of ex-officio staff posts and to include at least two from each of the Board of Studies areas.	Arts & Soc Sciences (to Jul 18)	Professor Giulia Iori	1	Y	A	A		
		Arts & Soc Sciences (to Jul 20)	Professor Jean Chalaby	2	Y	Y	A		
		Arts & Soc Sciences (to Jul 19)	Professor Mireia Jofre-Bonet	3	Y	A	A		
		Arts & Soc Sciences (to Jul 20)	Dr Rachel Cohen (Senior Elected Senator)	4	Y	Y	A		
		Arts & Soc Sciences (to Jul 20)	Dr Xenia Dassiou	5	Y	A	A		
		Business (to Jul 18)	Professor Charles Baden-Fuller	6	Y	Y	A		
		Business (to Jul 19)	Professor Anthony Neuberger	7	Y	Y	A		
		Business (to Jul 20)	Dr Elena Novelli	8	Y	A	A		
		Health Sciences (to Jul 20)	Dr Dave Flinton	9	Y	Y	Y		
		Health Sciences (to Jul 20)	Dr Chris Flood	10	Y	Y	A		
		Maths, Comp Sci & Eng (to Jul 19)	Dr Arti Agrawal	11	Y	N/M	N/M		
		Maths, Comp Sci & Eng (to Jul 19)	Dr Anton Cox	12	Y	Y	A		
		Maths, Comp Sci & Eng (to Jul 18)	Professor Abdulnaser Sayma	13	Y	Y	A		
		Law (to Jul 18)	Professor Susan Blake	14	A	Y	A		
		Law (to Jul 18)	Mr Keith Simpson	15	Y	Y	A		
		Law (to Jul 18)	Mr Sarwan Singh	16	Y	Y	A		
(b) One additional elected member from the Visiting Staff	Vacancy			NM	NM	N/M			
(c) Students	A maximum of five students nominated by the Trustee Board one of whom should be the President of the Students Union. At least one from each of the following categories – undergraduate, postgraduate and research.	Ms Olesea Matchovshi, President	1	Y	Y	A			
		Mr Malek Arab, VP Education	2	Y	Y	A			
		Mr Zulkhaif Riaz, VP Activities & Development	3	Y	A	A			
		Ms Aurora Herrera, Research Rep	4	Y	Y	A			
		Mr Andrew Tripoli, PGT Rep	5	Y	NM	N/M			

Key: Y =In Attendance A= Apologies S=On Sabbatical leave N/M=Not a Member EA=Extended Absence AD = Apol/Deputy Sent

In Attendance	Role
Ms Louise Doolan	Director of Library Services
Professor Peter Hungerford-Welch	Member of the BoS in Law
Ms Alison Edridge	Assistant Director (Quality And Academic Development)
Dr William Jordan	College Secretary
Ms Gemma Watt	Governance Administrator

MINUTES SECTION A – OPEN FOR PUBLICATION

Part One – Preliminary Items

1. **Apologies and Preliminary Discussions**

The Chair **noted** apologies from Senators and explained that in the light of the apologies received the meeting would not be quorate. Senate would therefore be unable to take decisions. Core items of business would be discussed as planned, but items for approval would either be considered on the basis that approval would be sought at the next meeting of Senate, or in the case of Items 14.1 and 14.2, noted on the basis that approval would be sought by correspondence. Senators would be reminded that they could ask for March agenda items to be included on future agendas for further discussion.

The Chair thanked Professor Carl Stychin for his contributions as Senator and as Chair of the Board of Studies for the City Law School. He explained that Professor Stychin had recently stepped down from his role as Dean of the City Law School and Professor Christopher Ryan had commenced his term as interim Dean. In his capacity as interim Dean, Professor Ryan would become Chair of the BoS in Law and would join the ex-officio membership of Senate.

2. **Highlighted Items**

No changes were requested to highlighted items. However, the Chair reported that a statement from a group of Elected Senators regarding ongoing industrial action would be tabled for discussion under 'Items brought forward by the Chair'.

3. **Minutes**

The minutes of Meeting 282 held on 11th October 2017 were **noted** by Senate and approval would be sought at the next meeting.

4. **Matters Arising**

Senate **noted** the outstanding matters arising. The Governance Team would review the summary of work and would provide an update at the next meeting of Senate.

Item 22, Senate Nominees for Stage 2-level panels (student cases)

Senate **noted** an update from the Deputy President & Provost in relation to training for stage 2-level panels. It was reported that as of January 2018 just under 40% of nominees had been trained. Organisational Development had run one training session in November 2017 and an additional session would take place later in the academic year if there was sufficient interest. Staff were notified of training through Organisation Development webpages and Quality Teams in each School had been notified and asked to circulate the information to relevant staff.

It was possible that the participation rate had been impacted by the number of sessions available and the timing of sessions. It was reported that Student & Academic Services had enquired about the possibility of developing online training with Organisation Development, however the number of interested staff was considered to be too low to currently justify the development of such resources.

Item 28, ARQM Exercise 2017

Senate **noted** an update from the VP(R&E) in relation to future reviews of the ARQM process. He reported that as requested by Senate there would be a review of the ARQM process in the light of revised REF rules. The review would most likely commence in the 2018/19 academic year following the completion of the current ARQM.

Item 33, Research Students Who Teach

Senate **noted** an update from the Dean of the City Graduate School. He reported that since the December meeting of Senate a note of the courses offered by LEaD had been circulated to Schools. 20 people had been trained in the February LEaD module and 45 people had so far signed up for the May LEaD module. Those still requiring training could still sign up for this module. A further update on the training of Research Students Who Teach would accompany the Policy Review due to be considered by Senate at the end of the academic year.

Item 3, REF 2021 Strategy

Senate **noted** an update from the VP(R&E) regarding the advertising of research projects online. He reported that this was an ongoing priority for the Research team and colleagues in Marketing. The VP(R&E) reported that he would be in touch with Schools in relation to the next cycle of Studentships and the matter was being raised at Senate once more to emphasise its importance in relation to recruitment of PhD students.

5. Conflicts of Interest

None were noted.

6. Terms of Reference and Governance Regulations

Senate **noted** the Terms of Reference and Governance Regulations.

7. Items Specially Brought Forward by the Chair

7.1 Deputy Chair of Senate: Approval for an extension to the current term

Senate **noted** a recommendation to extend the term of the Deputy Chair of Senate until the end of the 2017/18 academic year. Approval for the extension would be sought at the 16th May meeting of Senate.

7.2 Approval of the Deputy Chair of the BoS in Business Studies

Senate **noted** a recommendation from the BoS in Business Studies to appoint Professor Paolo Volpin as Deputy Chair of their BoS. Approval for the appointment would be sought at the 16th May meeting of Senate.

7.3 Quality and Standards Matters in Relation to Industrial Action

The Chair noted that in advance of the meeting he had received a statement from 14 Senators indicating that they would not attend the meeting in recognition of, and support for, colleagues engaged in the current industrial action over proposed changes to the Universities Superannuation Scheme. This statement was considered by Senate as an additional item of business and as part of a wider consideration of the impact of the industrial action on academic quality and standards.

The Chair noted that the proposed reform had caused understandable anxiety among scheme members and the considerable number of staff supporting the industrial action: He fully respected their right to do so. He hoped for a speedy resolution to the dispute and for the ongoing discussions between UUK and UCU, facilitated by ACAS, to be successful in this regard.

In relation to the impact of industrial action on academic quality and standards the Deputy President & Provost explained that work was taking place to assess the impact on teaching activity, assessment and professional body accreditation. General guidance had been developed on the use of alternative assessment arrangements to mitigate the impact of missed teaching activity and Student & Academic Services was providing advice on specific cases. In addition, he noted City's Special Scheme of Study procedure for individual variation of a programme in exceptional circumstances. This procedure would be used to document and approve any variations to assessments for programmes as a result of the strike action. The overarching principle in approving any Special Schemes was the need for programme learning outcomes to

be met and academic standards to be safeguarded. Boards of Studies and Senate would be informed of any approved Special Schemes of Study in due course.

8. Senate Calendar

Senate **noted** the annual Senate calendar of business. The 'debate item' for the July meeting of Senate was currently vacant and given the low attendance for the March Senate it was suggested that it would be sensible to defer the REF presentation until July.

9. Students' Union Reports

9.1 Students' Union Standing Report

The Students' Union Standing Report was **noted** by Senate.

9.2 Students' Union Representatives Report

The Students' Union Representatives Report was **noted** by Senate.

Part Two – Debate Item

10. REF 2021

Senate **noted** the slides for the REF presentation and suggested that it would be sensible for the presentation and debate aspect of this agenda item to come to the July meeting of Senate.

Part Three – Major Items for Decision or Discussion

11. Regulation 4: Senate's Committees.

Senate **considered** proposed revisions to Regulation 4. The changes were recommended to Senate for approval by AGC. The Regulation now included terms of reference for Educational Quality Committee (Regulation 4a) which had been formally established by Senate in December 2017. In addition, minor changes to AGC's terms of reference were proposed (Regulation 4b) to reflect the creation of the new sub-committee. Senate noted the recommendations outlined in the paper. Approval would be sought at its next meeting.

12. Educational Quality Committee Membership

Senate **considered** a recommendation from AGC in relation to the process for appointing elected Senators to Educational Quality Committee. AGC had considered several possibilities including a formal process, involving an interview panel. However, AGC's final recommendation was for an informal process that encouraged the elected Senator group to reach a consensus about who should be appointed.

13. Establishment of Senate Research Committee

Senate **considered** a report outlining plans for the establishment of the Research Committee as a formal sub-committee of Senate. Currently the Research and Enterprise Committee was advisory to the VP(R&E), however, to effectively fulfil requirements in relation to aspects of the concordat for research integrity and aspects of the REF2021 it would be important to bring consideration of research issues formally into the purview of Senate. The VP(R&E) explained that the matter had been discussed at the Research & Enterprise Committee and feedback received had largely focussed on the relationship with Enterprise, which was currently not within Senate's remit. Enterprise would continue to form part of the agenda of meetings, but only discussion of research agenda items would be reported to Senate.

Senate **noted** the recommendations outlined in the paper and would ask for approval, along with proposed terms of reference, at a future meeting of Senate.

14. Policy Revisions

14.2 Proposed Revisions to the Admissions Policy

Senate **considered** proposed revisions to the Admissions Policy. The Deputy President & Provost explained that additional wording had been included to meet Competition and Markets Authority (CMA) requirements as well as safeguarding and health and safety requirements. A formal review of the Policy would follow later in the year.

Given the need for CMA compliance Senate would be asked to approve the proposed changes by correspondence.

14.2 Proposed Revisions to the Personal Tutoring Policy

Senate **considered** proposed revisions to the Personal Tutoring Policy. The Deputy President & Provost explained that the Policy had been updated in a student focussed style and the revisions had been discussed and endorsed by ExCo.

In discussion it was noted that the examples provided in the Policy Appendix including the example relating to three year degrees were examples only. Schools offering four year degrees might wish to address any difference in their handbooks.

The Director of Student & Academic Services explained that it would be important to move forward with the implementation of the Policy. Senate would therefore be asked to approve the revisions by correspondence.

15. NSS Milestones

Senate **considered** a report summarising City's current performance in the National Student Survey (NSS) 2017 from the perspective of the relevant key performance indicator in City's *Vision & Strategy 2026*.

16. Annual Programme Evaluation (APE) Template for Research Degree Provision

Senate **considered** the report and proposed APE template for Research Degree Provision. The Dean of the City Graduate School explained that following feedback received from Senate at their July meeting the template had been restructured to bring it into alignment with objectives set for research degree provision. The revised template had been developed with input from the Graduate School Committee.

Senate **noted** the proposed APE template for Research Degree Provision. Approval would be sought at the 16th May meeting of Senate.

17. Undergraduate Annual Programme Evaluation 2016-17: Quality Review

Senate **considered** a review of the quality, best practice and themes arising from the undergraduate APE. The report had been considered by the Education Quality Committee in February and observations arising from the discussion had been incorporated into the report for Senate. The paper contained a recommendation for future reporting which would be considered again at the 16th May meeting of Senate.

18. APE Summary Report: Updated Postgraduate Report

Senate **noted** the updated Postgraduate APE Report. The Deputy President & Provost explained that the report had been updated with further data and analysis since it was first received by Senate in July 2017. He reported that the Educational Quality Committee would oversee the completion of any additional outstanding APE's.

Part Four – Other Items for discussion

19.1 Board of Studies Minutes

Senate **noted** the minutes from BoS meetings.

In relation to the SASS BoS minutes it was noted that the agenda item on Peer Review of Teaching related to past practice only. The Dean of SASS confirmed that all staff would be undertaking peer review going forward.

The Chair welcomed the improved level of detail in the SMCSE BoS minutes and thanked the BoS secretariat for their work.

- 19.2 Reports from the Graduate School Committee, Educational Quality Committee, Collaborative Provision Committee, Academic Governance Committee**
Senate **noted** the minutes of the Committees.

Part Six – Other Items for Discussion

20. Research & Enterprise Strategy Action Plan

Senate **considered** the final iteration of the action plan. An earlier iteration of the plan had been considered at the December 2017 meeting of Senate and comments had fed into the updated plan. Further reflections on the iteration being presented would be welcomed by the VP(R&E).

21. Revisions to Ordinances A.3 and C.1

Senate **considered** proposed Ordinance Revisions that had been recommended by AGC and CGNC. The College Secretary explained that Ordinance A.3 had been revised to bring it into alignment with Council Member Standards. In addition, Ordinance C.1 had been updated to clarify Council's relationship with Senate and its duty in relation to quality and standards.

In relation to Senate membership Ordinance C.1 had also been revised to remove Vice-Presidents, with the exception of the Vice-President for Research & Enterprise, from the ex-officio membership and to include Chairs of Senate sub-committees instead.

A further change to the Ordinance would be required when the proposed Research Subcommittee of Senate was established. At that time, the Vice-President for Research & Enterprise would cease to be an ex-officio member of Senate, but the Chair of the Research Subcommittee of Senate would become a new ex-officio Senator.

In addition, the College Secretary reported that at a recent meeting of AGC the student Senators had noted their intention to propose revisions the role of the Students' Union Trustee Board in relation to student Senator membership. The student Senators had been encouraged to bring a proposal forward for discussion at a future CGNC and Senate.

As a result of the changes currently proposed to Ordinance C.1, the ex-officio membership would be reduced by two. The non ex-officio category of Senators, which is equal to the ex-officio category, would also be reduced by two in the next round of elections.

22. Senate Elections

Senate **received** a paper regarding the publication of Senate election data. The matter would be discussed at the May meeting of Senate prior to the next round of Senate elections.

23. PSRB Reporting: Report from the School of Health Sciences

Senate **noted** the PSRB Reporting paper from the School of Health Sciences. The Chair of the BoS in SHS explained that the report, which documented concerns raised by students in practice, was being shared with Senate to inform the Committee of the

specific reporting requirements in the School of Health Sciences and to advise Senate of the related actions being proposed. The recommendations contained in the report would be considered for approval at a future meeting of Senate.

24. SASS PSRB Register

Senate **noted** the report which included SASS data that was missing from the PSRB Register considered by Senate in December 2017.

25. Updated Assessment Feedback Turnaround Times – Spring 2016/17

Senate **considered** the updated report. The paper had been previously considered by Senate in July, however, updates relating to MCSE had been updated and were being presented to Senate as an update.

Part Five – Items for Information

26. Office for Students Consultation Response

The report was **noted** by Senate.

27. Minutes for Information

Senate **noted** the minutes from the following meetings:

27.1 Council

27.2.1 Academic Governance Committee

27.2.2 Senate Research Ethics Committee

27.3.1 Research & Enterprise Committee

35.3.3 Graduate School Committee

28. Honorary Visiting Professors

Senate **noted** the Honorary Visiting Professors appointed since its last meeting.

Part Six – Concluding Items

29. Freedom of Information Review

No comments.

Date of Next Meeting

16th May 2018 from 2.00pm to 5.00pm

Professor Sir Paul Curran
President and Chair of Senate
March 2018

Note: **[Action]** = to be recorded in matters arising.