ACADEMIC GOVERNANCE COMMITTEE
Meeting held on Wednesday 7th February 2018
UNAPPROVED MINUTES

Composition	Membership	Meeting 1 20.09.17	Meeting 2 15.11.17	Meeting 3 07.02.18	Meeting 4 12104.18	Meeting 5 13.06.18
Vice-President (S&P) (Chair)	Professor Richard Verrall	✓	✓	✓		
Deputy President & Provost (Deputy Chair)	Professor David Bolton	✓	✓	✓		
Vice President (R&E)	Professor Andrew Jones	✓	✓	✓		
Chair of SREC	Professor Ron Douglas	✓	✓	N/M	N/M	N/M
Chair of SREC	Professor Peter Ayton	N/M	N/M	✓		
SU President	Ms Olesea Matcovschi	✓	✓	✓		
Senior Elected Senator (to Jun 19)	Dr Rachel Cohen	✓	✓	A		
Elected Senator (to Jun 19)	Dr Arti Agrawal	A	A	N/M	N/M	N/M
Elected Senator (to Jun 18)	Professor Charles Baden-Fuller	✓	✓	A		
Elected Senator (to Jun 18)	Professor Susan Blake	✓	✓	✓		
Elected Senator (to Jun 18)	Professor Giulia Iori	✓	✓	✓		
Co-opted Member (to Sept 18)	Ms Claire de Than	A	✓	N/M	N/M	N/M
Co-opted Member	Vacancy	N/M	N/M	N/M	N/M	N/M

*Teaching commitment

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

In Attendance	Reason and Meeting Section
Mr Malik Arab	SU, VP Education
Ms Alison Edridge	Assistant Director, Student & Academic Services
Dr William Jordan	College Secretary
Mr Steve Stanbury	Director of Internal Audit
Ms Gemma Watt	Governance Administrator

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 from the meeting held on 15th November 2017 were approved.

4. **Matters Arising**
   AGC **noted** the matters arising.

5   Conflicts of Interest
None were noted.

6.   Items Specially Brought Forward by the Chair
The Chair welcomed the new Chair of SREC, Professor Peter Ayton, to AGC.

Part Two – Major Items for Discussion or Decision

7.   Update from the Chair of SREC
AGC **received** a verbal report from the Chair of Senate Research Ethics Committee (SREC) regarding future SREC priorities. He explained that an online system for research ethics was being developed and this would be used to improve reporting, to track applications, view decisions and to enable the transmission of local Research Ethics Committee (REC) minutes and reports to SREC.

In addition, there were plans for an audit of decisions made at local REC level and a review of training currently offered to REC members. The Director of Internal Audit offered to meet the Chair of SREC to discuss how Internal Audit could assist with SREC related audits and reforms.

8.   Revisions to Regulation 28
AGC **considered** proposed revisions to Regulation 28: Appealing a Decision of the Senate Research Ethics Committee.

The VP (R&E) explained that there was currently a lack of clarity around the relationship of SREC with local RECs and it would be important for the revised process, which would bring the committees into alignment, to become operational as soon as possible. In addition, he noted that the process would be revisited once plans for the online system for research ethics were more fully developed.

In discussion the following points were raised:
- Appeals were rare occurrences as research ethics approvals were often an iterative process, where applications could be revised and improved as a result of feedback.
- There were three levels of appeal. The complete process might therefore be lengthy and it could be helpful to consider the merits of combining two of the levels.
- It would be helpful to review whether the case for change and the bullet points in the draft Regulation could be presented more clearly.
- VP(R&E) would meet the current and former Chair of SREC to further discuss the process further and would review with the current Chair of SREC the proposed wording of the Regulation and the possibility of streamlining the process. **[Action]**
- AGC would reconsider any further revisions to Regulation 28 prior to consideration by Senate; and would be happy to conduct such a review by correspondence if necessary to ensure speedy progress on this issue.**[Action]**

9.   Revisions to Regulation 4
AGC **considered** proposed revisions to Regulation 4. The terms of reference for the Educational Quality Committee which formalised the arrangements that had been agreed by Senate at their December meeting were now included in the Regulation (4b). The Director of Internal Audit was not currently included in the composition and should be added to the list of those invited to join the committee in attendance. The Regulation would be updated accordingly prior to consideration by Senate. **[Action]**

In addition, the AGC (4a) terms of reference had been updated to reflect revised reporting arrangements for internal audit reports relating to educational matters. A proposed reduction in the number of elected Senators on the committee (from six to five elected Senators) was also included. This reflected the decision by AGC to include in its membership one elected Senator from each BoS area, of which there are currently five (excluding LEaD).

Decision
AGC **agreed to recommend to Senate** the revisions to Regulation 4, subject to the attendance list of the Educational Quality Committee being updated to include the Director of Internal Audit.

10. **Membership of Senate Sub-Committees**
AGC **considered** the process for appointing elected Senators to the Educational Quality Committee. An informal process and a formal process for appointing Senators to the Committee was outlined in the paper. An informal process had been adopted for AGC membership but a more formal process might be appropriate for the Educational Quality Committee who had specified in their terms of reference that membership should comprise individuals with appropriate quality assurance and enhancement expertise. In discussion the following points were made:
- AGC advises Senate on matters concerning terms of reference and membership. AGC were in a position to advise Senate on the process for selection but it would be for Senate to make the final decision on membership matters.
- It would be important for all elected Senators to have the opportunity to apply for vacancies on Senate's committees. It might be sensible for this to be overseen by AGC who could track Senate's sub-committee membership as CGNC monitors membership of Council committees on behalf of Council.
- If an informal process was adopted and there were more applications than vacancies Senators would be encouraged to reach a consensus about who should be appointed prior to formal consideration by Senate. While there was a case for all Senators to be involved in such informal discussions, the most practical way forward would be to confine such discussions to the group of elected Senators.
- It would be important for elected Senators to have clarity of what they were expected to do if appointed to the Educational Quality Committee. The role description for Educational Quality Committee should be circulated to elected Senators when seeking expressions of interest.
- The DP&P explained that an informal process for the selection of other ex-officio members of the Educational Quality Committee had been employed and that this system had worked well.
- AGC agreed that it would be preferable to avoid a lengthy and unnecessary interview process if at all possible.
- Senate would receive a recommendation from AGC at their March meeting, after which the process for selection would begin. Senate would be asked to agree the membership at their May meeting, but informally the membership might well be established prior to this. **[Action]**

Decision
AGC **agreed** that the Educational Quality Committee should adopt an informal approach to the process for selection of elected Senators. The Educational Quality Committee would seek expressions of interest and circulate the Committee's terms of reference to elected Senators. The proposed membership would be circulated to AGC prior to consideration and decision by Senate. **[Action]**

11. **Approval of AGC Membership**
    AGC **considered** the proposed membership of AGC. The College Secretary explained that an informal process for selecting elected Senators to AGC had been adopted; and that when more than one elected Senator from the same BoS area had expressed an interest in joining the committee the two individuals had been encouraged to come to a consensus that was acceptable to them both.

    In discussion, it was noted that it would be helpful for AGC to specify in its terms of reference the circumstances in which AGC would co-opt additional members. Previous co-opted members of AGC have expertise in the scrutiny of regulations which has been of benefit to the committee and AGC may wish to continue to appointment members on this basis. The College Secretary would bring a proposal to the next meeting. **[Action]**

    <u>Decision</u>
    AGC **agreed** the proposed composition of AGC.

12. **Research Committee: Senate Governance Arrangements**
    AGC **received** an update from the VP (R&E) on progress made towards plans for the establishment of a Research Committee as a formal subcommittee of Senate. He noted that earlier discussion at AGC had previously focussed around the reporting line of SREC, which was currently a subcommittee of Senate; and that whatever way forward was agreed on this front, and that it would be important for SREC matters to be given appropriate air time at the Research Committee, as historically, there had been little opportunity for in-depth discussion at Senate.

    The VP (R&E) explained that he was keen to proceed with the proposals and asked for comments on the proposed terms of reference to be sent to him prior to the next meeting of Senate. **[Action]**

13. **Senate Elections**
    AGC **considered** arrangements for future Senate elections, including whether the current voting system (single transferable vote) was the most appropriate system for Senate elections, the merits of changing the election system to enable each School to elect Senators from their own BoS areas and whether to revisit the arrangements for publishing voting data. In discussion the following points were made:
    - In relation to alternative voting systems it was agreed that although it had been helpful to review alternative voting systems there were no significant benefits that would warrant Senate moving away from the current single transferable vote system. It was also agreed that for the next round of elections some further information explaining the voting system would be provided to voters. **[Action]**
    - There was no enthusiasm from AGC members for the suggestion of changing to a system of electing Senators from within BoS areas.
    - In relation to the publication of election data it was noted that there was no ideal solution and that it should be raised again at Senate prior to the next round of elections.
    - The Governance Team would contact the Senior Elected Senator following the meeting to report the outcome of the discussion to gather any further feedback she might have on the paper or on the proposed way forward. **[Action]**

14. **Ordinance Revisions**
    AGC **considered** an update relating to proposed revisions of Ordinances A.3 and C.1. The College Secretary explained that the amended wording had been considered by CGNC at their meeting on 6th February and that they were satisfied with the proposed changes. The revisions would be for Council to approve on the recommendation of

CGNC, but as the changes related to Senate it was sensible for the views of AGC and Senate to be sought. In relation to Ordinance A.3 CGNC had previously requested more clarity regarding the expectation that Senators should, when deliberating and taking decisions as Senators, not act as representatives of particular constituencies at City but on behalf of City as a whole. The Ordinance had been updated accordingly.

In relation to Ordinance C.1 the Ordinance had been updated to clarify the relationship between Senate and Council in respect of Council's new responsibilities for academic quality and standards. The Ordinance had also been updated to reflect the establishment of the Educational Quality Committee as a sub-committee of Senate. In addition, it was proposed that all Vice Presidents and the Deputy President & Provost would cease to be automatic members of Senate and Chairs of standing committees of Senate would be included in the ex-officio category. It was proposed that the VP(R&E) would remain as a member of Senate ex-officio until the Research Committee was formally established by Senate and thereafter the Chair of the Research Committee would join the membership of Senate.

In discussion the following points were raised:
- Senate was a forum for discussion on matters of Quality and standards. When taking decisions Senators should be considering quality and standards implications rather than acting as representatives. It was noted that the role of Student Senator is currently addressed under section four of the Ordinance. It did not require further clarification, however, in the context of other changes to the Ordinance the word 'abide' should be removed from section four of the Ordinance. **[Action]**
- The SU Executive Committee membership had been revised to include a Postgraduate Taught and Postgraduate Research Officer. It was proposed by the SU that these Officers would become Senators in the postgraduate and research student senator categories. The change of process would require amendments to Ordinance C.1 which currently states that Student Senators are nominated by the Trustee Board. The SU would discuss the matter with the Trustee Board and bring a paper outlining the proposal and rationale for change to a future meeting of AGC and CGNC. **[Action]**
- Once the proposed new Research subcommittee of Senate had been established, four posts would be removed from the ex-officio category of Senate membership (three Vice President posts and one Deputy President & Provost post) and two posts would be added to the ex-officio category (the Chair of the Educational Quality Committee and Chair of the Research Committee). The ex-officio category would therefore be reduced by two posts (the Chair of AGC is currently already an ex-officio member). It was proposed that the reduction in posts would be reflected in the non ex-officio category in the next round of Senate elections. The Ordinance states that the non ex-officio category should equal the number of posts in the ex-officio category.

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

16. **Other Business**
    AGC had no other business to note.

Date of next meeting
11th April 2018 at 2pm in AG01

Professor Richard Verrall
Chair of AGC
February 2018