

SENATE

Minutes of Meeting held on 28 June 2023

Present: Professor Ian Walmsley (Chair); Professors, Brady, Ces, Craster, Evans, R Green, T Green, Hanna, Haynes, Lindstedt, Matar, Meeran, Mestel, Spivey, Xu; Drs Bluck, Costa-Pereira, Craig, Field, Fobelets, Rutschmann, Tennant; Mr Lupton, Mr Tebbutt, Mr Zheng, Ms Bannister, Ms Wong, Ms Yao Mr Ashton (Secretary), Ms Webster (Minute Secretary).

In attendance: Professor Jason Riley for Professor Brandon;

Apologies: Professors Brandon, Ces, Distaso, Evans, Kingsbury, Veloso, Weber, Xu; Dr Craig; Mr Tebbutt

2737 Minutes

The Secretary asked for comments on the minutes to be sent by the 30th June. No comments were received. The Minutes of the meeting of the Senate held on 10 May 2023 were confirmed as an accurate record.

2738 Apologies for Absence

Apologies were noted as above.

2739 Matters Arising

There were no matters not covered by the agenda.

2740 Chair's Action

There was no Chair's Action to report.

2741 Provost's Business

Received: a verbal report from the Provost.

Reported: (1) That approximately 160 staff were taking industrial action across the College. In terms of the Marking and Assessment Boycott a low number of staff had formally reported that they were taking part and it was thought that there was a variable impact across the College. In terms of the ongoing pay dispute, it was reported that the college had been in discussion with the Joint Trade Unions through ACAS. A final offer had been made, at risk to the College budget but in anticipation of some leeway in pensions budget. It was reported that there had not, at the time of the meeting, been a positive response from the Union and so the University Management Board had agreed to move forward with the pay offer to support staff being affected by the current cost of living.

(2) That the Provost had been undertaking visits to Departments and talking to staff and students. A number of recurring themes had emerged through these discussions including communications between staff and students. Another key issue was space and a desire for more communal and collaborative working and study spaces. The Campus plans were

currently under development and giving consideration to additional study space in the Sheffield building and had a focus on amenities at White City as well.

2742 Update on Guidance in the event of disruption to assessment

Received: A Paper from the Academic Registrar (**Paper Senate 2022/20**)

Reported: (1) That updated Guidance Documents for Exam Boards had been published after QAEC approval. These will be reviewed and updated to take account of issues for the postgraduate taught programmes and based on the experience of the summer boards.

(2) That the paper sets out what will happen in circumstances where students are unable to be provided with a provisional award and the support that will be available to Exam Board Chairs, who operate with delegated authority from Senate. Communications to students had been developed around provisional marks, classifications and transcripts.

(3) That the Office for Students wrote to all institutions to remind them of their expectations that students are not disadvantaged, that they can progress or graduate on time where this is appropriate, and that any degree awarded accurately reflects a student's academic achievement. The letter also reminded institutions of their obligations in respect of consumer protection law and to consider whether the impact of the marking and assessment boycott was deemed to be a reportable event. This is not considered to be necessary based on the work undertaken so far to mitigate the impact for students.

(4) That the majority of undergraduate Exam Boards would occur over the next few weeks. Members are reminded that further advice and guidance can be provided by the Quality Assurance Team in Registry and the Academic Registrar.

Considered in discussion: (5) That communication with students over the next few weeks would be vitally important. Many graduating students had expressed concern about how they could move on to further study or employment that was dependent on them achieving their award. Members were reminded that students would receive communication setting out that their awards would not go down, but could go up, once final marks were available.

(6) That the advice to Departments had been to prioritise graduating students wherever possible. Where Exam Boards were unable to make decisions on classifications, Senate had the right to work with them to ensure that, wherever possible, a provisional classification could be awarded

2743 Student Code of Conduct

Received: A paper from the Academic Registrar setting out revisions to the Student Code of Conduct (**Paper Senate 2022/21**)

Reported: (1) That the Student Code of Conduct was considered and approved by Senate at the meeting in March 2023. However, it has been updated following changes to free speech legislation and these are presented with tracked changes for consideration by Senate. The wording has been provided by the Director of Legal and Regulatory Affairs.

(2) That there have also been updates to align the wording of the Code with the Academic Misconduct Policy on the submission of work generated through an artificial intelligence or translation programme.

Considered in discussion: (3) That the reference to AIDS should be removed as this was covered by reference to HIV and, whether microaggressions should be included under bullying.

Agreed: Senate approved the revisions to the Student Code of Conduct

2744 Quality Assurance and Enhancement Committee

Received: Report from the Quality Assurance and Enhancement Committee (QAEC) (**Paper Senate 2022/22**) from the meeting on 7th June.

Reported: (1) That QAEC has recommended updates to the Regulations for the Awards of MPhil and PhD which are set out in Annex 1 of the report where the blue text indicates the proposed updates. The updates have been proposed to provide clarity in some areas including the academic level of the MPhil, the award of the Diploma of Imperial College, that the progress review is a formal milestone in the PhD that must be completed and to include new sections to reflect College policy of student leave and Aegrotat and Posthumous Award Provision.

Senate **Approved** the amendments to the Regulations for the Awards of MPhil and PhD.

(2) That the Module Evaluation Questionnaire Review Panel, chaired by Jonathan Mestel has provided a report with some recommendations for the 2023-24 survey and then for consideration for 2024-25 and beyond.

(3) That for 2023-24, the survey should continue with numerical assessment of aspects of the module and the overall satisfaction along with a free text section for comments on both the module and the teaching received. A PowerBI dashboard will be developed and module scores should be available to staff and students. Free Text comments will be shared with the individual lecturer, and appropriate departmental and Faculty staff and College officers.

(4) That in terms of future developments, the technical side of the survey platform should be developed to avoid the current requirement to split modules to get feedback on more than one lecturer and to support both core and optional question banks and to consider changing the response scale to remove the 'neither agree nor disagree' option (as is being done on the NSS). Work should be undertaken to promote the survey and incentivise student participation.

Considered in discussion: (5) That the MEQ was an important matter and that an 11% response rate can not support career development for academic staff. The need for comments to be redacted should be mentioned in the report.

Reported: (6) That QAEC had also considered the following matters

- the taught regulations and noted that no significant updates were proposed for October 2023.
- Changes to the Early-Stage Assessment and Late-Stage Review guidance documents.
- Faculty annual monitoring reports for undergraduate provision and the College report summary.
- The Policy of Admissions Registration and Enrolment of ex-offenders following review by the Regulations and Policy Review Committee and input from the Director of Legal and Regulatory Affairs and the Director of Safeguarding.

2745 Trusted Contacts Process Review and Policy Revision

Received and approved: A note from the Director of Student Services (**Paper Senate/2022/23**)

2746 Review of College Statutes and Ordinances

Received and noted: A note from the Central Secretariat (**Paper Senate/2022/24**)

2747 Student Disciplinary Procedure Guidance

Received and noted: A note from the Academic Registrar (**Paper Senate/2022/25**)

2748 Update of Sector Developments – Competition and Markets Authority advice on consumer protection law

Received and noted: A note from the Director of Academic Quality and Standards (**Paper Senate/2022/25**)

2736 Dates of Next Meetings

11 October 2023
13 December 2023
28 February 2024
1 May 2024
26 June 2024

All meetings start at 15.00hrs