

## SENATE

### DRAFT Minutes of Meeting held on 6 December 2017

**Present:** Professor Simone Buitendijk (Chair); Professors Buenfeld, Buluwela, Distaso, Gooderham, Kingsbury, Lindstedt, McCoy, Veloso, Welton, Drs Costa-Pereira, Craig, Field, Fobelets, Malhotra, Meyer, Perkmann, Trotta; Ms Bannister, Ms Makuch, Mr Ashton, Mr Burstow, Mr McCrone, Mr Tebbutt with Professor Peter Allison for Professor Sue Gibson; Ms Webster (Minutes)

**In attendance:** Mr Crook

**Apologies:** The Provost, Professor James Stirling, Professors Brandon, Dougherty, Fox, Gibson, Johnston, Magee, Veloso, Weber; Welton; Dr Gounaris, Mrs Banks Ms Compton.

#### 2222 Minutes

The Minutes of the meeting of the Senate held on 11 October 2017 were confirmed as an accurate record of the meeting.

#### 2223 Chair's Action

There were no items of Chair's action to report.

#### 2224 Matters Arising

##### **Annual Quality Assurance Report (Minute 2211 refers)**

Reported: That the Annual Quality Assurance Report 2017 was considered by the Audit and Risk Committee before final submission to Council. The report will be submitted as part of the Annual Provider Review to HEFCE by the 1 December 2017 deadline.

#### 2225 Provost's Business

Received: A Report from the Provost (**Paper Senate/2017/18**).

##### (1) Office for Students

Reported: That both Council and the Provost's Board had recently discussed the implications for the College of the new regulatory framework and in particular the establishment of the Office for Students (OFS) which would be the new regulatory body with effect from April 2019. This will be a dramatic change in the regulatory framework with the OFS regulating approximately 750 institutions, including Further Education Colleges and Alternative Providers. The OFS is likely to take a tougher line than HEFCE, with an increasing emphasis on diversity and student experience.

##### (2) College Award Schemes

Reported: That nominations were now being taken for a number of prestigious college awards including Presidents Awards and medals for Excellence in Research, Education and Societal Engagement; the Provosts Award for Excellence in Health and Safety and the Julia Higgins Medal and Awards for contribution to support of academic women at the

College. Full details were available on the [College Staff Awards webpage](#). Nominations would close on 9 February 2018

(3) Faculty of Medicine Leadership

Reported: That Professor Martin Wilkins FMedSci has taken up appointment as Vice-Dean (Research) for the Faculty of Medicine, with effect from 1 October 2017, for a period of 5 years. Reporting to the Dean, Professor Wilkins will play a key role in identifying and determining Faculty strategy and leading organisational activity to support strategic research activity.

**2226 Vice-Provost's Business**

Received: A report from the Vice-Provost (Education) (**Paper Senate/2017/19**)

(1) Talking Teaching Series

Reported: That a monthly seminar series has been organised to support staff in the implementation of the Learning and Teaching Strategy. The Talking Teaching series will showcase best practice approaches to teaching from around the College. These seminars will be a new opportunity to talk about teaching and network with colleagues. The seminars will generally feature an introduction from Professor Alan Spivey or Professor Martyn Kingsbury (EDU), a presentation and then an opportunity for Q&A. Information about the series had been circulated to Departments.

(2) Excellence Fund for Learning and Teaching Innovation 2018

Reported: That this year's call for proposals to the Excellence Fund for Learning and Teaching Innovation will award funds to support the development of more inclusive learning and teaching, with a focus on the development of inclusive curriculum content. This would support one of the four pillars of the Learning and Teaching Strategy to foster an inclusive and diverse community. Deadline for applications was 29 January.

**2227 Consultation on the review of the UK Quality Code**

Received: A paper from the Head of Academic Services (**Paper Senate/2017/20**)

Reported: (1) That the draft response to the consultation of proposed changes to the UK Quality Code had been considered by the Quality Assurance and Enhancement Committee which had endorsed the draft response.

Considered in discussion: Concern that externality, a key component of the current UK quality assurance framework, was missing from the proposed Quality Code and that the language of the proposed Expectations appeared to put all the onus on the provider to deliver a successful outcome students and failed to acknowledge the students role as partners in their education.

**2228 Periodic Reviews of Research Degree Provision in the Department of Bioengineering and the Department of Physics**

Received: A Report from the Postgraduate Research Quality Committee (**Paper Senate/2017/21**)

Reported: (1) That both reports included a number of commendations for good practice evidenced through the review and a number of recommendations identified by the Panel, which had included external subject specialists. The departmental responses detailed the work being undertaken by the Department to address the recommendations.

(2) That the College level recommendations made by the Panel conducting the review of the Department of Physics around supervisor training and the timeliness of the award of President's Scholarships were being followed up by the appropriate areas of College.

Approved: Senate approved the periodic review reports and invited the Departments of Bioengineering and Physics to report to the Postgraduate Research Quality Committee on developments since the periodic review as part of the precept review in three years' time.

## **2229 College Space Sharing Programme**

Received: A Paper from the Assistant Provost (Space) & Director of Library Services (**Paper Senate/2017/22**)

Reported: (1) That the report provided an update in the implementation of the programme which had started in 2015 and outlined the future planned activity and programme dependencies. The Space Policy Framework had been agreed and three subsidiary policies to support the overarching framework had been identified. The Academic Timetabling Policy and the Room Booking Policy had been approved by Provost's Board and were in the process of being implemented and embedded across College. A draft Examinations Timetabling Policy was in the consultation process. The overall aims of the programme, included the improved utilisation of the College space by 25% by 2020 were noted. The need to reduce college dependency on external venues and support a planned increase in student number were also highlighted.

Considered in discussion: (1) That the culture of the College around ownership of rooms was a barrier to the successful implementation of the Space Policy Framework and that the college could not increase student numbers or income without this work being completed.

(2) Issues raised by members of Senate included the lack of support facilities available to students and staff for after-hours teaching, the inconsistency in facilities and availability of resources, such as AV equipment or required software in teaching rooms and the view that the sense of staff and student belonging to their Department should not be lost. A question was asked about how student attendance could be monitored and about who would pay for the upkeep and maintenance of rooms if all space was college space.

(3) It was confirmed that the Space Programme was considering all College campuses, to just South Kensington and that programme was working with other areas of College to align with policies on health and safety issues, accessibility issues and lone working. Some further work was needed to consider environmental sustainability.

(4) The need to take a more strategic approach to student number forecasting and include space considerations in this. The need for agreement that all teaching space should be considered as College teaching space was noted.

## **2230 Imperial Horizons Programme**

Received: A Paper from the Assistant Provost (Space) & Director of Library Services (**Paper Senate/2017/23**)

Reported: (1) Following consideration of the Horizons annual report at the previous meeting of Senate which had highlighted issues about space and timetabling, this report had been produced to set out the problems faced by the programme and identify some next steps. The issues included the scale of the annual room requirements and the availability of appropriately sized rooms, the suitability of the rooms which were made available to the programme for teaching, accessibility of rooms to Horizons students and the ability of the Centre to provide clear information on the location of teaching sessions.

(2) That there were a number of enablers to work through in order to resolve these issues which were outlined in the paper. A phased approach was being taken to the implementation of the Academic Timetabling Policy which recognised the need for embedding and instilling a strategic vision for the College within an operating context where there remains variation in departmental processes arising from a high degree of historical autonomy. Additional challenges included the lack of standardisation in terms of the start times of teaching sessions across the College and the variation of the timescales for completion of departmental timetables.

Considered in discussion: (1) That these issues needed to be resolved especially as the Learning & Teaching Strategy included the expectation that all undergraduate students should have the opportunity to take a Horizons module as part of their programme. Members noted the scale of the Horizons provision and the number of students who started a Horizons module but did not take the assessment. This would be addressed through Curriculum Review.

## **2231 Learning and Teaching Committee**

Received: A Report from the Learning and Teaching Committee (**Paper Senate/2017/24**)

Noted that the Learning and Teaching Committee had:

- (1) considered the draft Digital Learning and Teaching Strategy;
- (2) considered the ICU recommendations arising from the 2017 National Student Survey outcomes;
- (3) received updates on the implementation of the Learning and Teaching Strategy and Pedagogy transformation;
- (4) received an update on HESA Data Futures Project and the implications of this for the College.

Reported: That the action plan to support NSS recommendations made by the Imperial College Union would be presented to a future meeting of Senate.

## **2232 Quality Assurance and Enhancement Committee (QAEC)**

Considered: A Report by the Quality Assurance and Enhancement Committee (**Paper Senate/2017/25**).

Noted that QAEC had:

- (1) considered and approved recommendations from the Postgraduate Research Quality Committee as follows;

### Commons Creative License

- (a) The thesis submission regulations are changed to allow PhD, EngD, MD(Res) and MPhil students to choose the licence under which their thesis will be deposited in Spiral;
- (b) The 'CC BY-NC' licence (Attribution-No Derivatives) is made the default licence;
- (c) Any research student funded by RCUK must deposit their thesis under the 'CC BY' licence, as this is required by the RCUK open access policy.

- (2) considered and approved further recommendations from the Postgraduate Research Quality Committee as follows;

- (a) Students and supervisors will be expected to be responsible for understanding the CC licences available;
  - (b) The Library Services and Graduate School will continue to provide education on CC licences, including the online copyright awareness course available in Blackboard;
  - (c) The embargo request procedure remains as is, but that there should be no extension of the maximum 24 months (unless a specific exception is granted);
  - (d) Theses should be given digital object identifiers (DOIs) to aid discoverability, citation, impact tracking, reuse and access to researchers conducting TDM;
  - (e) Research students are strongly encouraged to register for an ORCID iD to aid discoverability, authorship identification, indexing of their work, and reporting.
- (3) considered an interim Report of the World-Class Supervision task and Finish Group for Student Supervisor Partnership and approved the following recommendations;
    - (a) The principle that all students are appointed a 'Main Supervisor' as of the 2018-19 session;
  - (4) considered and approved a minor amendment to the Approval, Renewal and Review of PRI's process;
  - (5) considered the draft response to the consultation on the UK Quality Code;
  - (6) considered proposed attendance regulations and policy for 2018-19 but had considered that further consideration needed to be given to the proposal before it could be approved;
  - (7) received an update on progress with the drafting of the single set of academic regulations;
  - (8) received and considered the annual report from the Working Party for Strengthening Discussion of Postgraduate Issues at Staff-Student Committees and approved a minor amendment to the Good Practice Guidelines for Staff-Student Committees;
  - (9) Considered and agreed a recommendation that some questions from a proposed cost of living in London survey could be added to the existing Student Experience Survey;
  - (10) considered the Annual Report on Active Student Exchange Links
  - (11) had considered the report from the meeting of Programmes Committee held in September 2017 and approved proposals for new programmes, major modifications to programmes and programme withdrawals and suspensions;
  - (12) had considered reports from the Faculty Education Committees.

### **Appointment of External Examiners 2016-17**

Received: A note by the Academic Registrar (**Paper Senate/2017/26**)

Noted: The names, affiliations and periods of tenure of External Examiners for undergraduate degrees and Masters degrees appointed since the last meeting of Senate.

**2234 Date of Next Meeting**

Reported: The next meeting of the Senate would take place on Wednesday 7 February 2018, in Room G.01, Royal School of Mines, starting at 3.00pm.