

Imperial College London

SENATE

CONFIRMED Minutes of Meeting held on 14 December 2016

Present:	The Provost, Professor James Stirling (Chair); Professors Buenfeld, Buitendijk, Buluwela, Distaso, Fox, Gooderham, Johnston, Magee (J), McClure, Nash, Phillips, Sergot, Spivey, Welton; Drs Costa-Pereira, Craig, Field, Fobelets, Gounaris, Kingsbury, Malhotra, Meyer, Perkmann, Trotta; Mr Andriopoulos, Mr Ashton, Mr Lupton, Mr McCrone, Ms Makuch, Mr Shamso with Mr Ashton (Academic Registrar), Mr Neilson (College Secretary and Registrar), Mrs Webster (Head of Academic Services)
In attendance	Ms Chris Banks, Ms Elspeth Farrer, Mr Mike Russell
Apologies:	Professors Gibson, Magee (T), Screamton, Wright; Dr Archer; Mr Tebbutt

2117 Minutes

The Minutes of the meeting of the Senate held on 12 October 2016 were confirmed as an accurate record of the meeting, subject to an amendment to the Provost's Report (minute 2105) to include the correct paper number (Paper Senate/2016/02).

2118 Chair's Action

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

2119 Matters Arising

Membership of Senate (Minute 2101 refers)

Dr Ana Costa-Pereira had been nominated as the elected non-professorial member for the Faculty of Medicine. The Chair welcomed Dr Costa-Pereira to Senate.

Annual Quality Assurance Report (Minute 2107 refers)

It was reported that the Annual Quality Assurance Report had been considered by Council at its meeting on 25 November 2016.

College Regulations 2016-17 (Minute 2110 refers)

Following the previous meeting, Legal Services had been contacted to provide guidance regarding the issue of re-issuing degree certificates to students following a name change. The advice was that the College was not legally obliged to meet such requests but that given the decision to allow certificates to be reissued for students who had undergone gender reassignment, there was a risk of legal action against the College from students who had changed their names for other reasons not being provided with certificates on the basis that they were being discriminated against. Senate agreed to approve the proposed regulation.

2120 Provost's Business

Received: A Report from the Provost (**Paper Senate/2016/14**).

(1) Quality Assurance – November meeting of the College Council

Reported: That Council had unreservedly endorsed the approach taken by the College in the production of the Annual Quality Assurance Report. The report had been considered by QAEC and by Senate in advance of its submissions to Council. New Council member Professor Jeremy Sanders had scrutinised the report and had discussed its content with relevant staff and Student Union sabbatical officers before the Council meeting. He had also looked at External Examiner summary reports as a key piece of evidence. There would be a longer lead-in time for the 2017 report and it was likely that a different approach would be taken. Thanks were extended to all who had contributed to the report.

(2) iGEM Success

Reported: That twelve undergraduate students from the Departments of Bioengineering and Life Sciences had beaten 295 other teams to win the prestigious iGEM competition, an international student prize for synthetic biology. Senate warmly congratulated all the students involved and expressed its thanks to the members of academic staff who had supported the students.

2121 Vice-Provost's Business

Received: A Report from the Vice-Provost (Education) (**Paper Senate/2016/15**).

1 Learning and Teaching Strategy and related developments

Reported: (1) The consultation process for the new learning and teaching strategy had made progress with a series of town hall meetings and an ongoing online survey, all of which had provided some lively debate and feedback. A draft strategy would be prepared that would highlight a research-led, student-centred and outward looking approach which was evidence based and, where appropriate, technology enhanced.

(2) An external consultant had been commissioned to devise a three-year online learning strategy, which would form a part of the broader learning and teaching strategy. The key priorities would be to provide support for staff who were already innovating in this area and to provide a strategic oversight of the portfolio as well as effective quality assurance. The Provost's Board had approved a proposal for the College to become a member of Coursera, which partners with higher education institutions to offer Massive Open Online Courses (MOOCs).

(3) The first in a series of good practice case studies had been published on the website to showcase examples of innovative teaching.

2 Personal Tutor Working Group

Reported: That a report and recommendations had been produced for consideration by the Provost's Board proposing changes to ensure a more consistent experience for all taught students, clearer delineation of academic and pastoral support, and strengthening the support and development available to personal tutors across the College.

3 Education Day 2017 – Innovation in Context

Reported: The 2017 Education Day would be held on Wednesday 15 March with a chosen theme of innovation in context, exploring what is meant by innovation in teaching and learning, its purposes and how it may be evaluated and sustained. The full programme and booking details will be available on the Educational Development Unit website, <https://www.imperial.ac.uk/staff/educational-development>.

4 President's Awards for Excellence in Education 2017

Reported: that nominations for this year's Presidents Awards for Excellence in Education had opened on 8 December 2016 and would close on Friday 10 February 2017.

5 Imperial Success Guide

Reported: that the Masters Students Success Guide had been launched. It offers advice on Master's level study, research and how to transition to life at Imperial.

2122 Careers Service Annual Report 2015-16

Received: A Report from the Director of Careers Services (**Paper Senate/2016/16**).

Reported: (1) That the report related to the previous academic year but included some priorities for areas of development and activity in current academic year around the student experience and external engagement.

(2) The efforts that had been made by the team to meet student demand for their service in a careers department which is well used by students and employers. There had been an increase in graduate vacancies, especially in the area of scientific research and development.

(3) The Destination of Leavers from Higher Education (DLHE) Survey in summer 2015 had shown a slight drop in the unemployment rates of graduates. Only 51 students had reported as unemployed and this had reduced to 8 by March 2016. The majority of students had entered graduate level study.

(4) That President's Board would be having a discussion on China in early 2017, noting that Careers Fairs held in China were also recruitment events with employers actively interviewing at the Fair. Record numbers of Imperial students had attended last year.

(5) That thanks were expressed to all staff in the Careers Service on what had been a very successful year.

Considered in discussion: (1) That, in response to a question on how unemployment was measured, the College had no say as the categories for students to report on their status in the DLHE were set by HESA. In terms of monitoring differential outcomes, Senate was advised that data was captured for different groups of students so that it was possible to consider the outcomes in terms of gender, disability and BAME students. There was little evidence of a difference based on gender or for international students, but there was a small difference for disability. Figures had been captured to measure outcomes for widening participation students for the first time and these were being considered by the WP Working Group. Priority on the work shadowing scheme, mentoring and other initiatives was being given to students who held bursaries to ensure that they had access to such opportunities.

(2) That the likely impact of Brexit was not yet evident from discussions the Service had held with employers. The impact of the DLHE and its use as one of the metrics in the Teaching Excellence Framework was noted.

2123 ICT 2016 Progress Report

Received: A report from the Chief Information Officer (**Paper Senate 2016/17**)

Reported: (1) That progress had been reported against the headline objectives in the 2013 Education and Student Strategy and ICT was in active discussion with the Imperial College Union to understand student priorities for the ICT Service. Work was also being undertaken

to support ‘Bring Your Own Device’ to College, on reducing the number of College email accounts and in identifying best practice in Office 365, which provides a common platform for the College and facilitates collaborative working, and considering how these tools could be better used.

(2) that in terms of software for students it was noted that there had been some challenges around access to and outages in Blackboard but that an extensive review had been undertaken with the supplier to address this. Availability normally ran at around 99% but that issues for students were often around accessibility of Blackboard, rather than availability. Most outages typically lasted less than 30 minutes but occurred at peak times. It was noted that similar issues with Panopto had been resolved by moving to an externally hosted cloud solution.

(3) That ICT was continuing to support the Operational Excellence programme and in particular the use of CELCAT for timetabling and the production of space analytics to inform the space policy development.

(4) That thanks were extended to all staff in the ICT Service.

Considered in discussion: The potential impact on the College’s ICT of the delivery of more online courses and online support for learning, the need for the integration of the College’s software systems and the development of procurement and contract management skills in the ICT.

2024 Library Services Annual Report 2015/16

Received: A Report from the Director of Library Services (**Paper Senate/2016/18**).

Reported: (1) that the report included highlights from 2015/16 which were presented against the relevant strategic objectives from the Library’s Strategic Plan. Highlights included the high level of Open Access compliance achieved against HEFCE and Research Council UK regulations, the continuing development of good practice around research data management working in collaboration with the Graduate School, the continuing project to digitise E-theses and the partnership working between the Library Service and Leganto and the roll-out of the course recommended reading system with the Business School and the Faculty of Medicine.

(2) That the extremely popular loan of mobile devices service had been expanded and now included St Mary’s and Hammersmith campus libraries and that the Central library now had the benefit of a permanent ICT Helpdesk. The go-ahead had been given to the addition of climate control in the Central Library. Plans and timetable for the work were being devised with the hope that preliminary work on this could begin early in 2017. The refurbishment project would be disruptive and so alternative space was being sought taking account of known demand for library use.

(3) That thanks were expressed to all staff in the Library Service for their hard work.

2125 Periodic Review of Research Degree provision in the Institute of Clinical Sciences

Received: A Report from the Postgraduate Research Quality Committee (**Paper Senate 2016/19**)

Reported: that the report contained a number of commendations for good practice evidenced through the review and recommendations made by the Review Panel, which included external subject specialists from Kings College, London and the University of Bristol, and a student representative. The Department had already begun to address the recommendations and a follow-up report would be made to QAEC.

Accepted: Senate accepted the Periodic Review Report.

2126 Quality Assurance and Enhancement Committee (QAEC)

Considered: A Report by the Quality Assurance and Enhancement Committee (**Paper Senate/2016/20**).

Approved: On recommendation from QAEC:

- (1) The withdrawal of the Imperial College International Diploma (ICID) with effect from academic year 2017/18.

Noted: that QAEC:

- (2) had considered a draft Academic Feedback policy for Taught Programmes and suggested some amendments to the draft;
- (3) had considered a draft policy on Late Submission for Assessment Coursework on Taught Programmes and that a second consultation was taking place to take account of comments made at that meeting;
- (4) had considered a recommendation from the Postgraduate Research Degree Quality Committee for amendments to the special case procedures for research degree admission and registration. QAEC had agreed that, with immediate effect, the PGR Special Cases Panel was no longer required and that, with some exceptions, the Deputy Directors of the Graduate School would consider any special cases, with provision for an alternate to consider applications from the Deputy Directors' own Departments. QAEC further agreed that any appeals against special case decisions would be dealt with by the Director of the Graduate School and the Deputy Academic Registrar (or their nominees);
- (5) had noted the Periodic Review Timetable for Postgraduate Research Programmes to be conducted in 2016-17;
- (6) had considered reports from the Programmes Committee meeting held in October 2016 and had approved recommendations for programme withdrawals, programme title changes and modifications (including in session and major modifications) as set out in section 6 of the report;
- (7) had considered reports from meetings of the Faculty Education Committees;
- (8) had considered a report from the meeting of the Postgraduate Research Quality Committee held in October 2016;
- (9) had considered the annual report from the Working Party for Strengthening Discussion of Postgraduate Issues at Staff-Student Committees;
- (10) had noted the new questions to be included in the National Student Survey from 2017 onwards, noting also that this was the first time that substantial changes had been made to the NSS since its launch in 2005.

2127 Annual Quality Assurance Report

Received: A Report from the Quality Assurance and Enhancement Committee (**Paper Senate/2016/21**)

Noted: The final version of the Annual Quality Assurance Report as presented to, and approved by, College Council at its 8 November 2016 meeting.

2128 Prizes and Medals Awarded

Received: A note from the Academic Registrar (**Paper Senate/2016/22**)

2129 Appointment of External Examiners 2016-17

Received: A note by the Academic Registrar (**Paper Senate/2016/23**)

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

2130 Staff Matters

Received: A Note by the Provost (**Paper Senate/2016/24**).

Noted: The names of those appointed to senior academic positions since the last Senate meeting.

2116 Date of Next Meeting

Reported: The next meeting of the Senate would take place on Wednesday 8 February 2017, in Room G01, Royal School of Mines, starting at 3.00pm.