

SENATE

CONFIRMED Minutes of Meeting held on 12 December 2018

Present: Professor Simone Buitendijk (Chair); Professors, Buenfeld, Buluwela, Gibson, Gooderham, Johnston, Kingsbury, McCoy, Welton; Drs Costa-Pereira, Craig, Field, Fobelets, Malhotra, Meyer; Ms Makuch; Mr Luy; Mr Tebbutt; Mr Tomkies with Mr Ashley Brooks representing Ms Ute Thiermann, Mr Ashton (Secretary); Ms Webster (Minute Secretary).

In attendance: Mr Mike Russell, Chief Information Officer for Minute 2321

Apologies: Professors Brandon, Chilvers, Distaso, Dougherty, Lindstedt, Magee, Perkmann, Veloso, Walmsley, Weber; Dr Gounaris; Mr Lupton, Mr Luy. Mr Tomkies, Ms Bannister, Ms Thiermann.

2317 Minutes

The Minutes of the meeting of the Senate held on 10 October 2018 were confirmed as an accurate record, subject to the following amendments:

Minute 2308 – Amend to add “It was noted that the Regulations and Policy Review group would be established to finalise the remaining areas within the academic regulations and keep the academic regulations under review and recommend any amendments for approval.

Minute 2312 – Amend to read “To approve the Mitigating Circumstances Procedure as presented with immediate effect, but to monitor its implementation and review it at the end of Term Two in advance of the summer Examination Boards”

2318 Chair’s Action

There was no Chair’s Action to report.

2319 Provost’s Business

Received: A Report from the Provost (**Paper Senate/2018/12**).

(1) Vice-Deans, Faculty of Medicine

Reported: That three appointments had been made in the Faculty of Medicine as follows: Dr Desmond Johnston has been appointed as Vice-Dean (International Activities); Mr Martin Lupton has been appointed as Vice-Dean (Education) and Professor Neil Ferguson has been appointed as Vice-Dean (Academic Development). All appointments have been made for an initial period of five years in the first instance.

(2) Director of ICT

Reported: That Ms Sonja Browning-Page had accepted appointment as Director of ICT from 12 November 2018. Reporting to the Chief Information Officer, Ms Browning-Page is responsible for customer service, project management and development and service

operations within ICT, maintaining the services and ensuring ongoing support for all users, staff and students.

(3) College Awards Scheme

Reported: That nominations are now being taken for a number of prestigious College awards. The President and Provost e-mailed Heads of Department on November 15 to announce that nominations are now open for the:

President's Awards and Medals for Excellence in:

- Research
- Education
- Societal Engagement

Provost's Awards for Excellence in Health and Safety

Julia Higgins Medal and Awards for contribution to the support of academic women at the College

Details of the award schemes, key contacts, previous winners, and how to submit a nomination may be found on the College Staff Awards webpage and departments will receive more detailed information about each of the schemes by email from the scheme administrators. Nominations would close on the 9 February 2018.

2320 Vice-Provost (Education)'s Business

Received: An oral update from the Vice-Provost (Education)

Reported: That collaborative working was increasingly being embedded across the College demonstrated through the Curriculum Review, single set of academic regulations and work being undertaken on Space Sharing all of which would benefit the student experience as well as responding to external changes in the Sector. The National Student Survey Working Group was cited as a good example of working together to support parity of experience for students across the College. The external drivers for better collaborative working, such as HESA Data Futures, were highlighted and the challenging timescales for some of the internal changes to support this were acknowledged.

2321 ICT Annual Report 2017-18

Received: A report from the Chief Information Officer (**Paper Senate/2018/13**).

Reported: (1) That the report mapped to objectives set out in the Learning and Teaching strategy and highlighted the effort which had been made on improving focus on users. New services to support the Learning and Teaching Strategy included delivery of enhanced assistive technology across College and significant upgrades to the computer infrastructure including Library and cluster PCs and AV equipment. Consideration was being given to the resilience of the network which delivers all the software. Savings had been achieved through better tracking of software licenses and calls to the service desk had been reduced through giving all students leaflets at the start of the year that had been produced following analysis of all calls to the service desk. A focus on improving communications had been made to ensure that ICT could define deliverables and sustainable outputs by understanding what was important to users.

(2) ICT were also working closely with the Digital learning Hub to explore the use of innovative technologies to support the Learning and Teaching Strategy, including the use of chat-bots and voice enabled technologies to provide better service management to students and staff.

Considered in discussion:

(4) In response to a query about Banner, it was noted that this new Student Record System would replace OSS which was out of support for a number of years. The CIO was satisfied that the College had made the right choice with its selection of Banner. The new system would be configured for use by the College as a hosted solution which meant that ICT had decided not to train for the skills to support the system.

(5) In respect of admissions, which had now gone live, it was acknowledged that there was still work to be done to make the system fully functional. Admissions Tutors had reported that it was difficult to consider applications as not all the information required was easily accessible. Senate members reported concern about the just in time training and the lack of time to implement process change and it was acknowledged that the communications from the project team had not been made as effectively as possible. Concern about staffing levels in Registry was also raised and the Academic Registrar noted that this was one part of the significant change being experienced by the College alongside Curriculum Review and the changing regulatory requirements on the sector as a whole.

(6) That this was not just an IT project and that culture change was needed to facilitate collaborative working between Departments and Professional Services A series of roadshows had been scheduled for January to listen to Departments and identify the training needs focussed on the student record.

2322 Degree Classification Consultation

Received: A consultation document and supporting reports from the UK Standing Committee for Quality Assessment (**Paper Senate/2018/14**)

Reported: (1) That a consultation had been launched which followed up from the UUK publication [Understanding Degree Algorithms](#) in October 2017. It was proposed that the draft response should be considered at the next meeting of Senate. Members were asked to respond with any comments direct to the Head of Academic Services and it was suggested that nominations were made for a small group to draft the College response.

(2) It was noted that the same accusations of grade inflation had been made across the education sector but the need to ensure public confidence was recognised. Given the diversity of the sector, a one-size fits all approach was unlikely to work and the need to report against entrance qualifications was noted.

2323 UK Quality Code for Higher Education

Received: A paper from the Head of Academic Services (**Paper Senate/2018/15**)

Reported: That at the end of November, the Quality Assurance Agency as the Office for Students Designated Quality Body had published twelve sections of Advice and Guidance to supplement the Expectations and Core and common Practices set out in the Quality Code which was published in May 2018.

(2) That the Quality Assurance Team in Registry would review the College's current Quality Assurance Procedures in the light of the up-to-date guidance and recommend any enhancements to current practice as appropriate.

2324 Learning and Teaching Committee

Received: A report from the meeting of the Committee held in October 2018 (**Paper Senate/2018/16**).

Reported: (1) That the initial focus for implementing the vision for learning and teaching space had been on enhancing existing space and that the enhanced teaching rooms had been well received. The College was still under utilising its space and the need for a College-wide collaborative approach to solving this issue was highlighted.

(2) That the development of the Student Support Strategy was being taken forward by Student Services alongside the Imperial College Union and was being informed by good practice elsewhere in the sector. Over 500 responses had been submitted to the consultation and these would be used to form the next stage of development.

(3) That the Learning and Teaching Committee had also received an update on the following:

- Masters Experience Project

2325 Quality Assurance and Enhancement Committee

Received: A report from the Quality Assurance and Enhancement Committee (**Paper Senate/2018/17**).

Reported: (1) That due to the timings of the meetings, much of the business included in this report had been dealt with at the previous meeting of Senate

(2) That QAEC had considered the following items of business:

- Terms of Reference, constitution and Membership and Schedule of Delegation
- Regulations and Policies
- Annual Quality Assurance Report
- Working Party for Strengthening Discussion of Postgraduate Issues at Staff-Student Committees (SSC)
- Surveys
- Admissions Policies
- Collaborative Provision
- Academic Calendar
- Student Protection Plan
- Programmes Committee

2326 Appointment of External Examiners 2018-19

Received: A note by the Academic Registrar (**Paper Senate/2018/18**).

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

2327 Prizes and Medals Awarded

Received: A note by the Academic Registrar (**Paper Senate/2018/19**).

Noted: Prizes and Medals awarded 2018-19

2328 Date of Next Meeting

Reported: The next meeting of the Senate would take place on Wednesday 6 February 2019, starting at 3.00pm.