

SENATE

CONFIRMED Minutes of Meeting held on 10 October 2018

- Present:** Professor Ian Walmsley, (Chair); Professors, Buitendijk, Buluwela, Distaso, Gibson, Gooderham, Johnston, Kingsbury, Lindstedt, McCoy; Drs Costa-Pereira, Craig, Field, Fobelets, Malhotra, Meyer, Trotta; Ms Bannister; 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:** Ms Becky Neil, Imperial College Union Deputy President (Welfare) for Minute 2312
- Apologies:** Professors Brandon, Buenfeld, Dougherty, Veloso, Weber, Welton; Dr Gounaris; Ms Bannister, Ms Thiermann.

2301 Terms of Reference, Constitution and Membership of Senate for 2018-19

Received: A Paper from the Academic Registrar (**Paper Senate/2018/01**)

Noted: A proposal from the Vice Provost (Education) for Professor Alan Spivey, in his roles of the Assistant Provost (Teaching and Learning) and the SIMP Project Sponsor to join the Senate membership as it would be valuable for him to be engaged in Senate discussions.

Agreed: The proposal to add Professor Alan Spivey to the Senate membership.

2302 Minutes

The Minutes of the meeting of the Senate held on 20 June 2018 were confirmed as an accurate record.

2303 Chair's Action

There was no Chair's Action to report.

2304 Matters Arising

Student Death Protocol (Minute 2268 refers)

Reported: That following the approval of the Student Death Protocol at the June meeting of Senate, the Director of Student Services advised that the guidance document was in the final stages of consultation with the College Counselling Service and would be available as soon as possible. In the meantime, any staff who needed advice on any aspect of the implementation of the protocol were advised to contact the Director or the Head of Counselling, Chaplain, Faculty Senior Tutors or Communications for advice on any aspect of a situation.

2305 Provost's Business

Received: A Report from the Provost (**Paper Senate/2018/02**).

(1) Head of the National Heart and Lung Institute

Reported: That Professor Edwin Chilvers had accepted appointment as the Head of the National Heart and Lung Institute (NHLI) and Chair of Medicine with effect from 1 October 2018.

(2) Interim Head of Department of Surgery and Cancer

Reported: That Professor Mark Thursz, Professor of Hepatology, has accepted appointment as Interim Head of the Department of Surgery & Cancer with effect from 1 August 2018, until a permanent successor to Professor Jeremy Nicholson has taken up appointment.

(3) Director School of Public Health

Reported: That Professor Deborah Ashby, currently Interim Head of the School of Public Health and Chair in Medical Statistics and Clinical Trials, has accepted appointment as Director of the School of Public Health with effect from 1 July 2018, for an initial period of 5 years.

(4) Director of Music and Director of the Blythe Centre

Reported: That Mr Oliver Gooch has accepted appointment of Director of Music and Director of the Blyth Centre, with effect from 1 August 2018. In this role he will be responsible for fostering musicianship and musical and visual art activity at the College, including conducting the College's flagship Symphony Orchestra and supporting other student musical ensembles.

(5) Fellowships of the Royal Academy of Engineering

Reported: That Professors Timothy Green, Yi-ke Guo and Ricardo Martinez-Botas from the Faculty of Engineering were among 50 new Fellows admitted to the Academy in September 2018. The announcement brings the total number of Fellows at the Academy to 87.

(6) Election of College Consuls

Reported: That following elections, the full list of Consuls for 2018-19 is:

Senior Consul: Professor Peter Lindstedt
Faculty of Engineering and the Business School: Professor Yun Xu
Faculty of Engineering and the Business School: Professor Richard Jardine
Faculty of Medicine (non-clinical): Professor Terry Tetley
Faculty of Medicine (clinical): Professor Peter Openshaw
Faculty of Natural Sciences and the Education Office: Professor Lesley Cohen
Faculty of Natural Sciences and the Education Office: Professor Jonathan Mestel

2306 Library Services Annual Report 2017-18

Received: A report from the Director of Library Services (**Paper Senate/2018/03**).

Reported: (1) That the report described the highlights from the 2017-18 academic year including increased service provision in terms of enhanced opening hours across some

campuses but noting that it was not always possible to facilitate this on medical campuses due to NHS restrictions. Work was also being done to secure access to content for Alumni where this was possible when renewing licenses.

(2) That the drop in student satisfaction scores in the National Student Survey (NSS) and the Postgraduate Teaching Experience Survey (PTES) were not unexpected given that the surveys were conducted at the same time as the extensive building works in the Central Library. It was anticipated that there could be lower scores for the next couple of years as a result.

(3) That the Library's Scholarly Communications Team had continued to support the transition to Open Access publishing and the report included the year-on-year increase in repositories to Spiral.

(4) that there had been ongoing work with publishers to make more textbook titles available via new platforms. The Leganto programme recommended reading system benefited staff and students by making reading lists easy to manage and that its integration with the Library Management System ensured that materials are made available and ordered where necessary. The system can also integrate with Blackboard and other VLE systems. Departments were reminded to engage with Library Services and to update reading lists on the system as they go through Curriculum Review.

Considered in discussion:

(1) That the UX system, mentioned in the report to gain a better understanding of how library users at St Mary's engaged with the space, was used for every site and particularly at Central library after the levels 4 and 5 refurbishment to ensure that they were on the right track for the other levels.

(2) That an issue relating to erroneous publisher default publication dates for Scopus Simpletic would be followed up outside the meeting.

2307 Careers Service Annual Report 2017-18

Received: A report from the Director of the Careers Service (**Paper Senate/2018/04**)

Reported: (1) That the report contained highlights from the 2017-18 academic year, which had proved a busy one for the Careers Service. The Service works with all students to three years post-graduation and despite considerable staff turnover during the year, over 4,000 students had been seen during the year with spikes in the autumn and spring terms as well as increased use of on-line resources and booking facilities which had addressed the deficit in the 1-2-1 appointments that were available.

(2) That the Service had worked with the Student Recruitment and Outreach Team over the year and expanded the mentoring service as well as continuing to offer the Work Shadowing Programme which primarily targeted first year students with little or no work experience. Work was also being undertaken with the Imperial College Union to offer some Bespoke workshops for students, In addition the report detailed the fruitful work undertaken with employers and the numerous events which the Service had engaged with.

2308 Academic Regulations 2019-20

Received: A paper from the (**Paper Senate/2018/05**)

Reported: That the proposed single set of academic regulations were the culmination of much hard work from colleagues across the College. While the development of the regulations had begun some time ago, they would help the College to respond to changes to the external regulatory environment and support the curriculum review process underway

across the College. 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.

Considered in discussion: (1) That paragraph 5.4 should be amended to more accurately describe the ratio of ECTS credits to the UK CATS credit system.

(2) That there was strong support expressed from the Faculties of Medicine, Engineering and Natural Sciences for the academic regulations. It was noted that the Regulations and Policy Review Group would be established to finalise the remaining areas within the academic regulations and to keep them under review to identify and recommend any amendments for approval. Staff in the Quality Assurance Team were thanked for their hard work in bringing the regulations to this point

Agreed: The Senate agreed to approve the academic regulations for 2019-20

2309 Learning and Teaching Strategy

Received: A verbal update on the implementation of the Learning and Teaching Strategy from the Vice Provost (Education)

Reported: (1) That Curriculum Review was moving forward. Thanks were expressed to Departments for the high level engagement with the review process. Senate was reminded that following the Curriculum Review, the focus would move towards pedagogy transformation. Bids to promote a collaborative approach to this were being considered and it was pleasing to see Faculties working together in this area.

(2) That consideration was being given through the Equality, Diversity and Inclusivity strand of the strategy as to how to attract and support students from Polar Quintiles 1 and 2 and more BME students to study at the College. The need to consider the Admissions Policy and the ability to correctly identify WP students at the College was noted. Other strands of work included the Student Shapers which had money available to support innovative projects for students to change their learning environment and the development of new career paths for Teaching Fellows, Learning Technologists and staff who do a lot of teaching. There was also work on innovative online developments taking place.

2310 Annual Quality Assurance Report

Received: A report summarising quality assurance activity conducted in 2017-18 (**Paper Senate/2018/08**)

Reported: (1) That this was the annual assurance report which would be provided to the Council as a summary of the quality assurance activities which had been presented to QAEC and Senate for the 2017-18 academic year. The content of the report was noted and members were asked to forward any final comments to the Head of Academic Services.

2311 Learning and Teaching Committee

Received: An update from the meeting of the Committee held in May 2018 (**Paper Senate/2018/07**).

Reported: (1) That the focus for implementing the vision for learning and teaching space was on enhancing existing space to ensure greater usage. 61 teaching spaces had been identified for improvement. The work had been conducted over the summer vacation and was showing good results.

(2) That the National Student Survey results and the PTES results had been considered and that the Committee had considered the recommendations from the Imperial College Union in respect of these surveys and would be taking these forward.

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

- Registration with the Office for Students
- Teaching Excellence Framework.
- Curriculum Review
- Assistant Supervisor Scheme

2312 Mitigating Circumstances Procedure

Received: Proposals for updated Mitigating Circumstances Procedure (**Paper Senate/2018/08**).

Reported: (1) that the Mitigating Circumstances Procedure had been revised following the July meeting of Senate at which clarifications had been sought with regards to the implementation of the Policy and Procedure. These had been addressed through further discussion over the summer vacation and the final version of the procedure was being presented.

(2) That the Imperial College Union had notified the Chair in advance of the meeting that they wished to raise specific concerns and that the Deputy President (Welfare) was attending to raise concerns. These included:

- a. the need for clarity over the timescale for Mitigating Circumstances Claims to be submitted as set out in paragraph 1.3;
- b. That the procedure was seen differently by students and the procedure did not address that it was a big step for students to speak to someone about difficulties they were experiencing and that students did not know how to access the form
- c. that the Union considered that there was too much emphasis on assessment in the procedure and that this did not address students missing teaching sessions.
- d. that there was no explicit reference to mental health in paragraph 3.3.
- e. that the Union considered that paragraph 5.3 of the procedure placed an difficult burden on Personal Tutors and that there was a need to a Mitigating Circumstances expert in each department.
- f. that it was unreasonable to expect students to provide a death certificate within the stated 5 day timescale for submission (paragraph 6.6)
- g. that it was unreasonable to expect that bereavement would only affect a student for six months (paragraph 6.8)
- h. that the Union considered it was unreasonable to advise students in writing that their mitigating circumstances claim had been rejected (paragraph 8.9) and that they considered this must be done in person for students who were at risk.
- i. that there were concerns about the implementation of the procedure and that there was no single mitigating circumstances form so there was a risk of inconsistency.

Considered in discussion: (1) that there had been an extensive consultation process in the redevelopment of the College's mitigating circumstance procedure which had included representation from the Imperial College Union. Members of Senate acknowledged the concerns raised by the Union but supported approval of the procedure stating that it was a significant step forward from the current procedure and provided a College level approach. The difficulty of putting the onus on the mitigating circumstances procedure to resolve all student issues was noted.

(2) That the Quality Assurance team in Registry would meet with the Union to discuss their concerns further. Some of the concerns raised had already been addressed and so the

terminology may need to be reviewed and the implementation guide which had been produced to be shared.

(3) That the Union President was unhappy for the procedure to be approved, particularly in the light of the concerns raised mental health not being explicitly mentioned as grounds for mitigating circumstances and on the timescale for bereavement.

Agreed: 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

2313 Membership of Senate Sub-Committees

Received: A note by the Academic Registrar (**Paper Senate/2018/09**).

Approved: The Terms of Reference, Constitution and Membership of Senate Sub-Committees for the 2018-19 academic year.

2314 Appointment of External Examiners 2018-19

Received: A note by the Academic Registrar (**Paper Senate/2018/10**).

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

2315 Any Other Business

Senate received and approved the 2018/19 Academic Regulations.

2273 Date of Next Meeting

Reported: The next meeting of the Senate would take place on Wednesday 10 October 2018, starting at 3.00pm.