Imperial College London

SENATE

CONFIRMED Minutes of Meeting held on 9 October 2019

Present:	Professor Simone Buitendijk (Chair); Professors Buluwela, Chilvers, Distaso, Magee, McCoy, Openshaw, Spivey, Trotta, Welton; Drs Costa-Pereira, Craig, Fobelets, Meyer; Ms Bannister; Ms Makuch; Mr Brooks; Mr Devgan, Mr Tebbutt; Mr Ashton (Secretary); Ms Webster (Minute Secretary).
In attendance:	Ms Chris Banks, Mr Mike Russell, Mr Jason Yarrow
Apologies:	Professors Walmsley (Chair), Brandon, Dougherty, Eisingerich, Haynes, Kingsbury, Lindstedt, Veloso, Weber, Xu; Drs Field, Gounaris, Malhotra; Mr Lupton; Mr Sood

2401   Terms of Reference, Constitution and Membership of Senate for 2019-20

Received: A note from the Academic Registrar **(Paper Senate 2019/01)**

Reported: (1) That a call for nominations had made in the summer of 2019 to replace members of Senate whose Terms of Office had expired. The following new members had been appointed:

Appointed Members:
Professor Peter Haynes - Head of Department, Faculty of Engineering
Professor Andreas Eisingerich – Head of Department, Imperial College Business School

Elected Members
All previously elected members re-stood for selection to Senate and were uncontested.

All other new members of Senate were welcomed to the meeting.

2402   Minutes

The Minutes of the meeting of the Senate held on 19 June 2019 were confirmed as an accurate record.

2403   Chair's Action

There were two pieces of Chair's Action to report:

1. The Chair approved a scheme of admissions relating to Widening Participation Students.

These Policies set out that:

- A student is flagged as widening participation (WP) if they meet the College-wide criteria. This will be a College-wide flagging system.
- All applicants flagged as WP who are studying qualifications which are accepted by the College are sent to the department for consideration.

- Reflecting different Departmental and Faculty circumstances, a number of pilots will be adopted for giving consideration to WP applications. The results of these pilots will be monitored in terms of effect both on rates of admission and student success. Consideration will be given to adopting a more uniform model based on best practice once the effects of the pilots have been understood.

2. The Chair has also approved by Chair's action amendments to the WP Flags to take effect from the 2020-21 Admissions Cycle to reflect the criteria of the approved Access and Participation Plan.

The WP measures are that students are flagged if they are UK domiciled and meet the following criteria:

- Are a care leaver
- Are from an IMD Q1 postcode
- Are from a POLAR Q1 or Q2 postcode and/ or
  - Come from a low performing school
  - Parents have not received any HE qualifications

These criteria had been agreed in conjunction with the Vice Deans Education in Engineering, Medicine and Natural Sciences.

2404   Matters Arising

There were no Matters Arising not otherwise covered by the agenda.

2405   Provost's Business

Received: A report from the Provost **(Paper Senate/2019/02)**

Reported: (1) That John Allan CBE has accepted appointment as the next Chair of the Council and of the Court of Imperial College London, in succession to Sir Philip Dilley. Mr Allan will become Chair in January 2020, and is appointed for an initial four year term.

(2) That Professor Peter Lindstedt has accepted appointment as Assistant Provost (Academic Promotions) with effect from 1 October 2019, for an initial period of three years, succeeding Professor Nigel Gooderham

(3) That Professor Xiao Yun Xu has accepted appointment as Director of the Graduate School with effect from 1 October 2019, for an initial period of five years.

(4) That a new Departmental Structure had been implemented in the Imperial College Business School with effect from the 2019/20 academic year. The Business School would comprise of four academic departments to allow a better alignment of common research interests and would bring together fields which can collaborate and co-evolve. The structure of other functional teams and unit on the Business School were unchanged.

(5) That the following College Consuls had been elected for the 2019-20 academic year:

Senior Consul: Professor Peter Openshaw
Faculty of Engineering and the Business School: Professor Martyn Boutelle
Faculty of Engineering and the Business School: Professor Richard Jardine
Faculty of Natural Sciences and the Education Office: Professor Jonathan Mestel
Faculty of Natural Sciences and the Education Office: Professor Stephen Warren Faculty of Medicine: Professor Dorian Haskard
Faculty of Medicine: Professor Liz Lightstone

In addition, Professor Terry Tetley has been elected as the Staff Representative on Council for the 2019-20 academic year.

2406   **College Space Sharing Programme Annual update 2018-19**

<u>Received:</u> A report from the Assistant Provost (Space) **(Paper Senate 2019/03).**

<u>Reported:</u> That the College Space Sharing Programme currently had three projects in operation. Firstly, the Room Booking project was making meeting room space more visible across the College with the benefits of reducing the amount of time it took to find and book meeting rooms and move further towards reducing the number of systems used to book rooms. The next phase was to look at teaching space.

(2) That the second project was Examination Timetabling which had seen excellent collaboration between and across departments and had reduced disparity in the student exam experience, reduced the use of unsuitable spaces for examinations and had seen occupancy rates of 92.3% of the Queens Tower Rooms and the Great Hall.

(3) That the Occupancy Insights Project was being set up to gather data from across the College on space availability, space utilisation and room usage which will enable the College to make the best use of its current space and identify opportunities for re-planning so that shared space can be used more effectively and support student number growth. It was also hoped that this data would help to provide a focus on which space to improve to provide a better learning environment for students and staff.

<u>Considered in discussion</u>: That the Horizons programme reported an increased fragmentation of space including not being able to book a room for a whole term and that the programme had been forced to hire rooms in the Union building at commercial rates. In response, Senate members were told that individual departments timetable into their spaces and then share the information to the Central Timetabling Support Office (CTSO) who are then able to see what rooms are available. The aim of the College's Space Policy was always that timetabling activity would be completed as early in the year as possible. The challenge for the current year had been that the Curriculum Review activities had delayed data being sent to the CTSO. Support was needed from Senate members for the timetabling activity. It was hoped that the Occupancy Insights data would assist with space planning, for example around potentially losing space at St Mary's. It was noted that space for Postgraduate Research Students was a local issue that needed to be addressed through the Graduate School.

2407   **Library Services Annual Report 2018-19**

<u>Received:</u> A report from the Director of Library Services **(Paper Senate 2019/04)**

<u>Reported:</u> That the report contained more data than in previous years which included benchmarking statistics around expenditure, teaching hours and the size of the collection available through the Library Service. The figures show that the College has a smaller collection that other Russell Group institutions but some of that could be attributed as subject related. The bulk of use is of electronic articles and books. As previously reported, an ongoing challenge were beyond inflation rises in the cost of content where it is licensed which had made a significant impact on the budget. The difficulty of negotiating multi-year deals was noted.

2408   **Careers Services Annual Report 2018-19**

<u>Received:</u> A report from the Director of the Careers Service **(Paper Senate 2019/05)**

Reported: That the Careers Services had had another busy year with individual, face-to-face and online support for students and an increased offer for students to meet with potential employers. During 2018-19, discrete programmes and projects aimed at the College's widening participation cohort had expanded which provided targeted work shadowing opportunities to students with low work experience. There were about 300 students who were eligible for this support but not all student wished to engage.

2409   ICT Annual Progress Report 2018-19

Received: A Report from the Chief Information Officer **(Paper Senate 2019/06)**

Reported: (1) That the report focused on four themes and detailed a wide variety of activity and projects that ICT had been supporting to realise the College Learning and Teaching Strategy, including more work on inclusion activities in terms of delivering technology, supporting the Digital Learning Hub and different delivery methods. Business as usual activity was delivering general improvements to Panopto and cluster PCs, data analytics and data improvement.

(2) The report noted some challenges following the transmission of the SIMP Admissions processes to the live system. It was recognised that the go-live for the CRM recruit system had been troublesome for Departments and the staff who had worked hard to resolve issues and manage some of the challenges were thanked. It was noted that the Access and Participation Plan made CRM an urgent requirement and the CIO responded that this was related to overall case management of the students and the student life cycle. A specification for a Student Case Management system was in development with the Director of Student Support.

2410   Annual Quality Assurance Report

Received: A report from the Quality Assurance Team, Registry **(Paper Senate 2019/07)**

Reported: (1) That this was an important piece of work for the College which provided an oversight of the outcomes of the quality assurance procedures and how they support the College is meeting its obligations to students and to the Office for Students. The Quality Assurance Team had liaised with Council member, Professor Sanders to develop the report and assist Council's understanding of the college's quality assurance processes. It was noted that QAEC had considered the report earlier in the day and had recommended some amendments to provide more clarity around the National Student Survey quartiles. The report would be revised and would then be considered by the Risk and Audit Committee and Council.

2411   Quality Assurance and Enhancement Committee

Received: A report from meetings of the Quality Assurance and Enhancement Committee **(Paper Senate 2019/08)**

Approved: (1) Revised academic appeals policy and procedure for postgraduate research students. These changes, which brought together three previous documents into one and included updates to bring the procedures in line with sector best practice, had been endorsed by the Postgraduate Research Quality Committee any by QAEC.

(2) A change to the reporting time for academic appeals for taught programme students which reduced the timeline for submission of an appeal from 20 to 15 working days.

(3) The addition of a new regulation to the General Regulations for continuing students and in the 2019-20 academic regulations to set out the procedures for attendance monitoring of Tier 4 students in line with the requirements of UK Visa's and Immigration.

2412   Learning and Teaching Committee

Received: A report from the Learning and Teaching Committee (**Paper Senate 2019/08).**

Reported: (1) That the committee had considered the report from the review of the Learning and Teaching Strategy. Professor Tom Welton who had chaired the Panel observed that the Panel had been extremely supportive of the strategy and what had been achieved so far and had made recommendations to support the move into the next phase of the implementation with a focus on widening participation and inclusive teaching and education to support the development of all students.

(2) The committee had discussed the Imperial College Union response to the National Student Survey and actions would be taken forward by the NSS Working Group.

(3) The committee had also considered:
- Academic Planning
- Teaching Excellence Framework
- Development of College Dashboards
- Postgraduate Taught Student engagement in Curriculum Review
- Digital learning developments
- Occupancy Insights
- Office for Students conditions of registration: transparency requirements – admissions
- Access and Participation Plan

2413   Senate Sub-Committees

Received: A note from the Academic Registrar **(Paper Senate 2019/09)**

Approved**:** The membership of Senate sub-committees for 2019-20.

2414   Access and Participation Plan

Received: The Access and Participation Plan 2020-21 to 2024-25 **(Paper Senate/2019/11)**

Noted: The approved Access and Participation Plan.

2415   Appointment of External Examiners

Received: A note from the Academic Registrar **(Paper Senate 2019/12)**

Noted: The names and affiliations of External Examiners for Undergraduate and Masters degrees appointed since the last meeting of Senate.

2416   Date of Next Meeting

Wednesday 18 December 2019 at 3.00 pm