

SENATE

CONFIRMED Minutes of Meeting held on 11 October 2017

Present: The Provost, Professor James Stirling (Chair); Professors Buitendijk, Buluwela, Distaso, Gibson, Gooderham, Kingsbury, Lindstedt, McCoy, Veloso, Welton, Drs Costa-Pereira, Craig, Field, Fobelets, Gounaris, Malhotra, Meyer, Trotta; Ms Bannister, Ms Makuch, Mr Ashton, Mr Burstow, Mr McCrone, Mr Tebbutt with Professor Lloyd representing Professor Weber, Ms Webster (Head of Academic Services).

In attendance: Ms Banks, Mr Russell, Mr Yarrow

Apologies: Professors Brandon, Buenfeld, Dougherty, Fox, Johnston, Magee, Weber; Dr Perkmann, Ms Compton.

2201 Minutes

The Minutes of the meeting of the Senate held on 21 June 2017 were confirmed as an accurate record of the meeting.

2202 Chair's Action

There was one item of Chair's Action which was reported under Minute 2218.

2203 Matters Arising

Student Disciplinary Procedure

Reported: That the Student Disciplinary Procedure had been approved by Council at its meeting in July 2017. The revised procedure was now operational.

2204 Terms of Reference, constitution and membership of the Senate 2017-18

Received: A Note from the Academic Registrar (**Paper Senate/2017/01**)

Noted: That this was an annual standing item to report the terms of reference, constitution and membership of Senate for the current academic year. New members were welcomed to Senate.

2205 Provost's Business

Received: A Report from the Provost (**Paper Senate/2017/02**).

(1) Faculty of Medicine Leadership

Reported: That Professor Jonathan Weber, Vice-Dean (Research) for the Faculty of Medicine, took over as Acting Dean of the Faculty of Medicine on 1 October 2017, following the departure of Professor Gavin Sreaton, who has taken up a new position as Head of the Division of Medical Sciences at the University of Oxford.

Dr Chris Watkins has accepted appointment as Faculty Operating Officer (FOO) for the Faculty of Medicine from 9 October 2017. Chris joins the College from the Medical Research

Council (MRC), where he is currently the Director of Innovation, a member of the senior executive team and of the MRC's Management Board.

(2) Assistant Provost (Equality, Diversity and Inclusion)

Reported: That Professor Stephen Curry, Professor of Structural Biology, Department of Life Sciences, has taken up the half-time post of Assistant Provost (Equality, Diversity and Inclusion) for an initial period of two years. Reporting to the Provost, Professor Curry will continue the work of Professor Dorothy Griffiths as senior academic champion and lead on matters of equality, diversity and inclusion. Professor Curry will be part of the newly constituted Equality, Diversity and Inclusion Strategy Group and will chair a new ED&I Forum.

(3) Assistant Provost (Learning and Teaching)

Reported: That Professor Alan Spivey has been appointed as Assistant Provost (Learning and Teaching) for an initial period of two years. Reporting to the Vice-Provost (Education), Professor Spivey will help lead the delivery of the College's new Learning and Teaching Strategy. Professor Spivey will also take over the leadership of the Student Information Management Programme (SIMP).

(4) University Rankings

Reported: That over the summer the results of a number of university ranking tables had been announced. The College had been placed 4th in the Times and Sunday Times Good University Guide, rising one place from last year, and also rose one place in the Times Higher World University Rankings – up to 8th overall, maintaining our place of 3rd nationally. The College fell five places in the Shanghai Jiao Tong University's Academic Ranking of World Universities, down to 27th.

(5) Election of College Consuls

Reported: That elections had been held for College Consuls. The full list for 2017-18 was:

Senior Consul: Professor Peter Lindstedt
Faculty of Engineering and the Business School: Professor Yun Xu
Faculty of Engineering and the Business School: Professor Marek Sergot
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

2206 **Vice-Provost's Business**

Received: A report from the Vice-Provost (Education) (**Paper Senate/2017/03**)

(1) Learning and Teaching Strategy

Reported: That all Heads of Department had been spoken to about the Curriculum Review process to identify the support needed for the implementation of new curricula in academic year 2019/20. Each Department will get a bespoke deadline to finalise their Curriculum Review.

(2) That there would be two streams of seed funding available on a rolling basis over the next three years to support the introduction of more innovative and interactive teaching.

(3) That a new post-doctoral research post had been appointed to in the Education Office to evaluate the impact of the Learning and Teaching Strategy on the fostering of an inclusive and diverse culture.

(4) That a number of staff from College had travelled to Stanford University to attend a workshop by Professor Carl Wieman and his group, pioneers in the evaluation and improvement of learning and teaching in science.

(5) That Sugra Bibi had joined the College as Project Manager (Learning and Teaching Strategy).

2207 Careers Service Annual Report 2016-17

Received: A paper from the Acting Director of the Careers Service (**Paper Senate/2017/04**)

Reported: (1) That the Service was experiencing increasing demand from Imperial College students and had taken measures to improve the number of 1-2-1 appointments available to students. In addition, the Service had recruited a pool of PhD students and highlighted the self-help options to students through enhanced on-line support. The Careers Service had run 9 careers fairs, including three in China, and 8 sector-based forums as well as weekly employer-led skills and case study sessions. The number of students being mentored by alumni had risen to 129, and students with a disability, widening participation and women in engineering students were prioritised. Work shadowing opportunities had been focussed towards year one of undergraduate courses as there were often opportunities to engage with employers in the later years of undergraduate degrees.

(2) Senate was advised that the Destination of Leavers from Higher Education (DLHE) Survey in summer 2016 had shown a marginal increase in graduate unemployment to 4.4%. This was still lower than the rate for the College's comparator institutions. Departments could access more detailed statistics from the Service.

2208 Information and Communication Technologies Annual Report

Received: A paper from the Chief Information Officer (**Paper Senate/2017/05**)

Reported: (1) That the 2017 report provided an update on progress on the ICT support for the objectives outlined in the Education and Student Strategy. There had been a focus on collaboration across College and the Service Desk had been moved into the Library. ICT is providing support to an Enquiry Management Project to improve response rates to standard enquiries through the Student Hub and Registry.

(2) That Panopto and Blackboard platform availability and stability had improved throughout the year and further enhancements were being planned to further develop Blackboard to provide support for the delivery of the Learning and Teaching Strategy. The Service had also been improving the amount and timeliness of AV support available in teaching spaces and was also engaged in monitoring space use to determine physical attendance at lectures and wi-fi usage.

(3) That cluster PCs were still popular with students but that some departments had replaced these with laptops. Student Survey outcomes in relation to ICT were noted and that PRES results focussed more on hardware and NSS comments usually related to software and the support available to use it. A blended service and estate was required to serve the needs of all students. The allocation of rooms without AV facilities to the Horizons programme was raised and it was noted that this was being addressed through the Space programme as these issues were often related to the ownership of the rooms.

2209 Library Services Annual Report 2016-17

Received: A Paper from the Director of Library Services (**Paper Senate/2017/06**)

Reported: (1) That the Library Service had developed a new strategy for implementation in 2017 and that this report was themed under the previous strategy. The project to improve the climate control in the Library had been approved last Autumn with a challenging timeline to complete. It was felt that these building works had contributed to the six point drop in the NSS score in 2017 as the survey had been conducted at the noisiest time in the building works.

(2) That the roll-out of the Leganto software, which is the course recommended reading system, was underway and the evaluation of evidenced-based acquisition as a means of increasing the return on investment on e-book procurement. The Library's Scholarly Communications Management team provides support for the College's authors as they transition to open access publishing and to ensure compliance with the REF2021 open access policy. Library staff, in collaboration with ICT and the Research Office, continue to provide support for Research Data Management, including the delivery of outreach talks.

Considered in discussion: (1) The impact of student wellbeing on twenty-four hour opening and whether this would pressurise some students into working longer hours that was healthy. It was reported that Library staff do take steps to recognise students who fail to take breaks but there was a need to allow for a student's own personal responsibility in their library use.

(2) The impact of Brexit and the exchange rate on the library budget and also student expectations about what they would be provided with in the light of their tuition fees. It was acknowledged that this was an issue and that the cost for accessing some on-line resources and negotiated fixed costs with some publishers had risen considerably alongside a decrease in some educational discounts for textbooks which had followed the introduction of fees. Senate was advised that there was Sector-wide consideration of these issues.

2210 Horizons Annual Report 2016-17

Received: A Paper from the Director, Centre for Languages, Culture and Communications **(Paper Senate/2017/07)**

Reported: (1) That 43 Horizons courses had run in 2016-17 and that 44% of the undergraduate population had enrolled on a Horizons course. There had been a 4% increase on students completing their course against the previous year and student feedback on these courses consistently outperformed the College average as determined by the SOLE survey. The report also detailed the work being done to develop the programme further and support the delivery of the new Learning and Teaching Strategy.

(2) That the report highlighted issues on space and timetabling which made it difficult to find appropriate teaching space which had been discussed earlier in the meeting. Senate discussed these issues and agreed that a separate report on Space issues be considered at the next meeting. In the meantime, the Chair urged Departments to assist the Horizons programme in resolving these issues.

2211 Annual Quality Assurance Report

Received: A Report from the Quality Assurance and Enhancement Committee (QAEC) **(Paper Senate/2017/08)**

Reported: That this was the second annual Quality Assurance Report as required under the Revised Operating Model for Quality assessment by the Higher Education Funding Council for England. It was noted that the formal guidance for the report had not yet been provided by HEFCE and so the report had been prepared to meet last year's guidance, including the additional assurance that the College met the standards of Part I of the European Standards and Guidelines.

Approved: Senate approved the report and recommended it for submission to the Audit and Risk Committee.

2212 UKVI Issues

Received: A Note from the Academic Registrar (**Paper Senate/2017/09**)

Reported: That some students had experienced difficulties in getting visa applications processed in a timely fashion by UKVI, which had impacted their ability to arrive in the UK in time for the start of their programme. It was agreed that QAEC should consider provision in the academic regulations for students to allow some flexibility for students suffering such exceptional circumstances which delayed their arrival at College for the start of their programme through circumstances beyond their control.

2213 Learning and Teaching Committee

Received: A Report from the Learning and Teaching Committee (**Paper Senate/2017/10**)

Noted that the Learning and Teaching Committee had:

- (1) considered the National Student Survey results from 2017 and received the Imperial College Union response to the results;
- (2) noted progress in the implementation of the Learning and Teaching Strategy;
- (3) received and considered the latest Longitudinal Education Outcomes (LEO) data;
- (4) received and considered results from the 2015-16 Destination of Leavers of Higher Education (DLHE) survey .

Reported: That the ICU response to the NSS outcomes would be discussed further at the next meeting of the Committee and that an action plan was being developed to support the recommendations made by the Imperial College Union.

2214 Quality Assurance and Enhancement Committee (QAEC)

Considered: A Report by the Quality Assurance and Enhancement Committee (**Paper Senate/2017/11**).

Noted that QAEC had:

- (1) received and considered the Annual Quality Assurance Report;
- (2) received and considered updates from the Task and Finish Groups established under the auspices of the Academic Standards Framework;
- (3) considered and agreed the undergraduate entry requirements for 2019-20;
- (4) approved revisions to the Undergraduate Admissions Policy, the Postgraduate Taught Admissions Policy, the Postgraduate Research Admissions Policy and the Special Case Policy for Admission to Postgraduate Programmes of Study with immediate effect, noting that the revisions were to provide greater clarity;
- (5) considered and approved a revised procedure for the periodic review of taught programmes. QAEC also agreed to continue the suspension of the periodic review process for 2017-18 in the light of the Curriculum Review

Process to facilitate the implementation of the Learning and Teaching strategy;

- (6) considered and approved revisions to the Precept and Periodic Review Procedure for Research Programmes. QAEC had also received the schedule of reviews to be conducted in 2017-18;
- (7) considered and approved revisions to the Programme Approval Process which clarified the role of the new Online Learning Innovation Group in the strategic approval process and the expectation that all new programmes would conform to a modular structure with 5 or 7.5 ECTS as the base module size;
- (8) considered and agreed a proposal from the Faculty of Medicine to allow for the establishment of articulation arrangements with partner institutions for the MBBS programme. QAEC noted that the approval of any agreement would require approval of the individual partner institutions by Provost's Board and approval of the individual articulation arrangements, including alignment of the curriculum, by Programmes Committee and QAEC;
- (9) considered the report from the meeting of Programmes Committee held in July 2017;
- (10) considered reports from the Faculty Education Committees.

2215 Senate Committees

Received: A Note by the Academic Registrar (**Paper Senate/2017/12**).

Approved: The terms of reference, constitution and membership of the Senate committees for 2017-18.

2216 Prizes and Awards to be established/amended

Received: A note by the Academic Registrar (**Paper Senate/2017/13**).

Approved: The prizes and awards to be established and amended as included in the paper.

2217 Postgraduate Research Experience Survey (PRES) 2017

Received and noted: A paper on the 2017 PRES Outcomes (**Paper Senate/2017/14**).

2218 Prizes and Medals Awarded

Received and noted: A note by the Academic Registrar (**Paper Senate/2017/15**).

2219 Appointment of External Examiners 2016-17

Received: A note by the Academic Registrar (**Paper Senate/2017/16**).

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

2220 Staff Matters

Received: A note by the Provost (**Paper Senate/2017/17**).

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

2221 Date of Next Meeting

Reported: The next meeting of the Senate would take place on Wednesday 6 December 2017, in Room G.01, Royal School of Mines, starting at 3.00pm.