



Senate

Paper Title	Minutes of the meeting of Senate held on 10 October 2014.
Outcome requested	Senate is asked to approve the minutes of the last meeting
Points for Senate members to note and further information	n/a
Questions for Senate to consider	n/a
Regulatory/statutory reference points	n/a
Strategy and risk	n/a
Reporting/consideration route for the paper	Senate to approve.
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Terms of reference and membership (SE2014.03)

2014.03 Senate **noted** its terms of reference and **approved** the revisions to membership for 2014-15.

Indicative annual business plan (SE2014.04)

2014.04 Senate **noted** the indicative annual plan of business for 2014-15.

President and Principal's report

2014.05 The Vice-Principal and Executive Dean (Science and Engineering), acting Chair, **reported** that:

- (i) The recruitment of undergraduate home and overseas students for 2014-14 entry had been successful. The postgraduate taught recruitment picture was mixed, with lower numbers of postgraduate home students reflecting the national decline in this area. Postgraduate overseas student recruitment had been good, with some programmes exceeding planned targets. Thanks were extended to all who had been involved in the recruitment, clearing and enrolment processes.
- (ii) Issues relating to IT systems had caused a number of problems over the summer recruitment period; a confluence of issues had meant that schools had developed workaround solutions at an already busy and stressful time. An external consultant had been commissioned to review the events with the aim of ensuring that these problems would not reoccur in future. QMSE would consider the report of this review and Heads of School/Institute would receive a summary of the outcomes.
- (iii) QMUL had been placed at 98 in the *QS World University Rankings* and 107 in the *Times Higher Educational Supplement*. These results were pleasing and confirmed improvements in external perceptions of QMUL.
- (iv) The capital buildings and refurbishments programme was underway, with the G.O. Jones building work already complete. The on-going work would cause significant disruption around campus and the Estates and Facilities Directorate had issued notice of the works to those affected. It was recognised that continued communication with staff and students would be essential as the work progressed.
- (v) QMUL had been successful in its application to the Wellcome Trust Institutional Strategic Support Fund with £600K awarded to support biomedical life sciences.

Vice-Principal's reports

2014.06 The Vice-Principal (Student Experience, Teaching and Learning) **reported** that the annual teaching and learning conference would take place on 21 January 2015. Dr Peter Lawler from the University of Manchester and Anne Morrison from the BBC would present at the conference.

2014.07 The Vice-Principal (Research) **reported** on a number of new groups formed to bring colleagues together from across QMUL to explore a range of issues:

- (i) The research consultation group had been refreshed with new members and would continue to provide a forum for members of staff to discuss research issues on an informal basis.
- (ii) The QMUL Enterprise Group, focussed on sharing information about current and planned initiatives with business.
- (iii) A group looking at the HEFCE guidance on open access had been formed to draft a new policy on QMUL's approach in this area, and to discuss the guidance on what might be expected for the next Research Excellence Framework exercise.

2014.08

The Vice-Principal (Health) and Executive Dean **reported** that:

- (i) The School of Medicine and Dentistry's review, launched in 2013-14, was complete. The review had encompassed education, research, finance, administrative support and partnerships.
- (ii) The School had begun to diversify its educational offering with new programmes in global health and the expansion of biomedical programmes .
- (iii) The Blizzard Institute had launched a consultation to review its individual centres as part of the life sciences initiative.
- (iv) The Dental Institute was also consulting on its current constitution with a proposal to realign several of its centres.

2014.09

The Vice-Principal for Public Engagement and Student Enterprise **reported** that:

- (i) The Research Councils UK (RCUK) had supported the Centre for Public Engagement for two years; its report had praised the work being undertaken at QMUL.
- (ii) Paul Edlin had been appointed as QMUL's Director of Music. It was anticipated that this would be a permanent role to enhance the role of music at QMUL.
- (iii) A booklet containing details of student entrepreneur success stories was available on the Careers web pages. This resource provided detail of the types of scheme offered and was useful for students.

Students' Union President's report

2014.10 The Students' Union President **reported** that:

- (i) Welcome week had been successful. QMSU had responded to feedback from previous years and had provided more alcohol-free events, floating cinema, a meet and greet event and events targeted at postgraduate students.
- (ii) QMSU 'on tour' had also been a feature of welcome week, with officers speaking to students to find out what they wanted from their Union.
- (iii) A buddy scheme had been launched which paired first year students with a second or third year buddy. The Schools of Geography and Electronic Engineering and Computer Science registered their students to this scheme automatically, and the Students' Union would like other schools to implement this registration.
- (iv) A scheme was being launched to encourage students to register to vote in time for the 2015 General Election. Other initiatives included an environmentally friendly scheme and the enhancement of cross-campus community relations.
- (v) At the School of Medicine and Dentistry, the Students' Union was committed to making better use of the Griffin Bar, and to enabling medical students to graduate in a single cohort.

Part 2: Matters for information

Higher Education Review (SE2014.05)

- 2014.11 Senate **received** a paper on proposals for preparing for Higher Education Review in 2016-17.
- 2014.12 Members **noted** that Quality Assurance Agency's contract with HEFCE was coming to an end and that HEFCE had invited tenders in order to explore how institutions might be reviewed in future. Although changes to the current process were possible, QMUL would continue its preparations in accordance with the Higher Education Review methodology and update Senate on any changes as these emerged.
- 2014.13 Senate **approved** the approach for preparing for Higher Education Review which would begin with a self-assessment of policy and practice in reference to the UK Quality Code for Higher Education. A desk-based review of academic governance arrangements would be undertaken, together with a benchmarking exercise on student engagement in quality management and enhancement. Members noted that Senate would be advised of the outcomes of this initial work in March 2015.
- 2014.14 Senate **approved** the establishment of a small group to undertake the initial work in preparing for Higher Education Review. This group would comprise members of ARCS in the first phase, but would request input from academic colleagues as the preparations advanced.

Student Experience, Teaching, Learning and Assessment Strategy (SE2014.06)

- 2014.15 Senate **received** the final version of the Student Experience, Teaching, Learning and Assessment Strategy (SETLA).
- 2014.16 Members were asked to consider which of the SETLA Strategy objectives were relevant to their area of activity, and to explore these objectives further in the Planning Accountability Review and Annual Programme Review processes.
- 2014.17 The Queen Mary Student Survey (QMSS) had been launched in September 2014. The survey was targeted at returning students and covered all undergraduate programmes.

Part 3: Matters for consideration

Intellectual Property Policy (SE2014.07)

- 2014.18 Senate **received** a draft version of an updated policy on intellectual property.
- 2014.19 Members **noted** that the policy aimed to create a framework that encouraged engagement with innovation while clarifying QMUL's approach to intellectual property in a number of key areas.
- 2014.20 The policy was approved subject to further clarification on section 5 which related to intellectual property ownership of creative performances. External advice would be sought on the wording of this section, and a revised version would be circulated to Senate. Senate **approved** the policy subject to any revisions following external advice.

Office of the Independent Adjudicator annual letter 2014 (SE2014.08)

- 2014.21 Senate **received** the annual letter from the Office of the Independent Adjudicator (OIA), together with a commentary from ARCS and a summary of the cases reviewed by the OIA.
- 2014.22 Members **noted** that an unusually high number of cases had been considered by the OIA in recent years. The data in the letter did not entirely reflect current practice since there could be a delay of up to two years between QMUL handling a case and the OIA's decision being reflected in its annual report.
- 2014.23 ARCS had taken action to minimise the number of cases that were taken up by the OIA, including the adoption of a more flexible approach in order to identify outcomes that were acceptable both to QMUL and to students. Additionally, lessons had been learned from previous cases together with action following recommendations from the OIA.
- 2014.24 Members **noted** that there had been a reduction in the number of complaints taken up by the OIA in 2014, and in the number of cases that were found to be justified or

partly justified. It is unlikely that QMUL's position would match the sector mean until 2015 when the impact of the changes to improve case handling will be fully reflected.

Quality Assurance Handbook (SE2014.09)

- 2014.25 Senate **received** the updated Quality Assurance Handbook.
- 2014.26 Senate considered the updated sections of the Handbook, and **approved** it for use in 2014-15.

External Degree Examination Board member's report (SE2014.10a)

- 2014.27 Senate **considered** the report from the external member of the undergraduate Degree Examination Boards (DEB).
- 2014.28 Members **noted** that the issues raised in relation to the scaling of marks had been the subject of a task and finish group led by the Vice-Principal (Student Experience, Teaching and Learning). The concern mentioned in relation to the School of Mathematics assessment criteria was incorrect, and this misunderstanding would be clarified in the detailed response to the report.

Suspension of regulations report (SE2014.10b)

- 2014.29 Senate **noted** the report on suspensions of regulations requested between June-September 2014, together with the annual summary report.
- 2014.30 Members **noted** that many of the requests were linked to concerns raised by the external DEB member, further noting that many of these situations were be avoidable.
- 2014.31 A number of requests related to errors in student diet registration, and it was hoped that greater attention would be given to the areas where these problems had emerged. Senate would continue to monitor these requests carefully.

Part 4: Reports from sub-boards of Senate

Taught Programmes Board (SE2014.11)

- 2014.32 Senate **noted** the summary of proposals considered by the Taught Programmes Board between May and September 2014.

Research Degrees Programmes and Examinations Board (SE2014.12)

- 2014.33 Senate **noted** the executive summary of the Research Degrees Programmes and Examinations Board meetings held between June to September 2014.

Educational Partnerships Board (SE2014.13)

- 2014.34 Senate **noted** the executive summary of the Educational Partnerships Board meetings held between May and September 2014.

Ethics of Research Committee (SE2014.14)

- 2014.35 Senate **noted** the executive summary of the Ethics of Research Board meeting held

on 9 July 2014.

- 2014.36 Senate **approved** the extension of the current Chair's tenure until September 2017. A new member of Council would be trained to undertake this role once the current Chair's tenure had expired.

Vice-Principal's (Research) Advisory Group (SE2014.15)

- 2014.37 Senate **noted** the executive summary of the Vice-Principal's (Research) Advisory Group meeting held on 14 July 2014.

Part 5: Other matters

Language strategy

- 2014.38 Senate **noted** that 19 students had registered to take a language under the provisions of the new language strategy. Members further **noted** that these modules were recorded on student transcripts, but did not count towards the student's award.

International student experience

- 2014.39 Senate **noted** that Dr Henri Huijberts had been appointed as the academic lead for the international student experience.

Dates of meetings in 2014-15

- 2014.40 Senate **noted** that the dates of meetings in the 2014-15 academic year:
- Thursday 4 December 2014
 - Thursday 12 March 2015
 - Thursday 11 June 2015