



Senate

Paper Title	Minutes of the meeting of Senate held on 01 November 2018.
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.
Authors	Jane Pallant, Deputy Academic Registrar
Sponsor	Professor Colin Bailey, President and Principal

Senate

Minutes of 01 November 2018 (unconfirmed)

Present:

Professor Colin Bailey (Chair)	Professor David Adger	Professor Amrita Ahluwalia
Professor Rob Allaker	Dr Mark Baxendale	Dr Adrian Bevan
Dr Ginestra Bianconi	Dr Victoria Bird	Dr Edo Boek
Professor Warren Boutcher	Dr John Buchanan	Dr Colleen Cotter
Dr Sadhvi Dar	Dr Madeleine Davis	Dr Danè Goodsman
Professor Lucinda Hall	Professor Matthew Hilton	Professor Julian Jackson
Dr Jessica Jacobs	Dr Robert Janes	Dr Judith Jones
Professor Boris Khoruzhenko	Ahmed Mahbub	Professor Stephanie Marshall
Professor Anthony Michael	Professor Mike Noon	Professor Alastair Owens
Dr Eranjan Padumadasa	Professor Mauro Perretti	Professor Richard Pickersgill
Eathan Plaschka	Professor Thomas Prellberg	Dr Mark Roberts
Dr Isobel Roele	Redwan Shahid	Professor Adrian Smith
Professor John Stark	Dr Anwar Tappuni	Dr Christopher Tyson
Professor Wen Wang	Professor Tim Warner	

In attendance:

Jonathan Morgan	Jane Pallant	Kaya Wiles (minutes)
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Apologies:

Professor David Arrowsmith	Dr Andrejs Braun	Dr Adrian Briggs
Professor Jack Cuzick	Dr Sebastian del Bano Rollin	Professor Adam Fagan
Professor Colin Grant	Professor Penny Green	Dr Richard Grose
Professor Yang Hao	Professor Rafael Leal-Arcas	Professor Irene Leigh
Professor Nicholas Lemoine	Professor Simon Lucas	Nabilah Mayat
Dr Michael McKinnie	Professor Peter McOwan	Dr Kamyar Mehran
Professor Sujoy Mukerji	Dr Jason Niggli	Professor Phoebe Okowa
Jane Reid	Jasmine Shahi	Professor Bill Spence
Professor Steve Thornton	Professor Ian Walden	Professor Anthony Warrens

Part 1: Preliminary items

Minutes of the previous meeting (SE2018.01)

2018.01 Senate **approved** the minutes of the meeting held on 07 June 2018.

Chair's actions and matters arising (SE2018.02)

2018.02 Senate **noted** that minor refinements to the Academic Regulations 2018-19 had been approved by Chair's action (minutes 2017.132-2017.56).

2018.03 Senate **noted** that minor amendments to the Professional Capability and Fitness to Practise Regulations had been approved by Chair's action (minute 2017.140).

- 2018.04 Senate **noted** the approval by Chair's action of honorary degrees for Professor Chen Minsheng and Professor Wang Qian.
- 2018.05 Senate **noted** the approval by Chair's action of a change in name for a research centre in the Blizard Institute from the 'Centre for Neuroscience & Trauma' to the 'Centre for Neuroscience, Surgery & Trauma'.
- 2018.06 Senate **noted** that it had been agreed, further to discussion with each Faculty, that the title of 'Dean for Taught Programmes' will become 'Dean for Education', and the title of 'Director of Taught Programmes' will become 'Director of Education' (minutes SE2017.104-105).
- 2018.07 Senate **noted** that the Senate members' handbook would be circulated to members once it had been finalised (minutes 2016.73-2016.74).

Terms of reference and membership (SE2018.03)

- 2018.08 Senate **noted** its terms of reference and approved its membership for 2018-19. New members were welcomed to their first meeting of Senate.

President and Principal's report (SE2018.04)

- 2018.09 Senate **noted** the President and Principal's report.

Vice-Principals' Reports (SE2018.05a – SE2018.05g)

- 2018.10 Senate **noted** the report from the Vice-Principal (Health), (SE2018.05a).
- 2018.11 Senate **noted** the report from the Vice-Principal and Executive Dean (Humanities and Social Sciences), (SE2018.05b).
- 2018.12 Senate **noted** the report from the Vice-Principal and Executive Dean (Science and Engineering), (SE2018.05c).
- 2018.13 Senate **noted** the report from the Interim Vice-Principal (Education) (SE2018.05d).
- 2018.14 Senate **noted** the report from the Vice-Principal (Research), (SE2018.05e).
- 2018.15 Senate **noted** the report from the Vice-Principal (International), (SE2018.05f).
- 2018.16 Senate **noted** the report from the Vice-Principal (Public Engagement and Student Enterprise), (SE2018.05g).

Students' Union President's report (SE2018.06)

- 2018.17 Senate **noted** the report from the Students' Union President.

Part 2: Matters for Discussion

Teaching Excellence Framework

- 2018.18 Senate **received** a presentation from the Interim Vice-Principal (Education) on the Teaching Excellence Framework and Going for Gold initiatives. Members **noted** the following:
- (i) A strategy had been developed based on Queen Mary's current position as identified by the TEF 3 metrics. The strategy consisted of four pillars; excellence in education, excellence in learning the environment, excellence in student employability and excellence in student engagement.
 - (ii) The response from schools, institutes and the Students' Union to the Going for Gold strategy and its work streams had been positive. Schools had been asked to use the Going for Gold strategy to identify three key areas of focus where the most impact might be had. The Students' Union noted that the partnership between Queen Mary and QMSU was working well.
 - (iii) It was recognised that there was work to be done around how students and staff raised issues of concern about education and the learning environment in order that these could be effectively and efficiently addressed.
- 2018.19 Senate noted the direction of travel and thanked members of staff and QMSU for their contributions.

Semester-based examinations (SE2018.07)

- 2018.20 Senate **considered** the recommendations from the semester-based examinations task and finish group.
- 2018.21 Senate **agreed** that communication to schools and institutes should specify that defined activities should be scheduled during the January examination period for those students who would not have examinations. These activities might involve the scheduling of coursework deadlines during the two-week assessment period.
- 2018.22 Senate **considered** the options for the delivery of examinations during the January examination period. It was noted that, based on current numbers of candidatures, it would not be feasible to deliver all Semester A examinations within the two-week examination period. The Students' Union had expressed a preference for option two (three examination sittings per day, on campus).
- 2018.23 Senate discussed the high volume of examination-based assessment and noted that, as part of the Going for Gold strategy, work was underway to review the way in which students were assessed. Members noted that it would be important to reduce the time between teaching and final assessment, and to address the problem of 'bunching' of assessments. Members further noted that the task and finish group would consider the feedback provided by Senate in advance of the final decision regarding the delivery of examinations.
- 2018.24 Senate **approved** the term dates for 2019/20 onwards subject to further consideration of the timing of the late-summer resit period. Members noted that an equality impact assessment would be undertaken for consideration by Senate.

Timetable improvements (SE2018.08)

- 2018.25 Senate **noted** the communication that had been circulated to schools in the faculties of Humanities and Social Sciences and Science and Engineering.
- 2018.26 Members **noted** that the proposed changes to the process had been informed by discussions across Queen Mary over recent years, together with a review of actions taken by other institutions that faced similar challenges with respect to timetabling. The proposed changes aimed to put the student at the heart of the timetabling process and would make full use of the timetabling software.
- 2018.27 Senate members were supportive of the plans to improve the timetable. However, significant concerns were raised with regard to the timescales proposed for the implementation of these changes. Senate **agreed** that detailed conversations between ARCS and schools/institutes would take place in order to identify what might be achievable within the proposed timescales.

Equality and Diversity report (SE2018.09)

- 2018.28 Senate **considered** the Equality and Diversity report. Members **noted** that a revised governance model had been introduced to provide reporting lines directly into QMSE together with additional resources to support equality and diversity.
- 2018.29 Members **noted** that the key priorities for the Equality and Diversity Steering Group were the student attainment gap, the number of women in senior roles and the number of BME staff in senior roles. Work was underway to translate these priorities into specific, measurable key performance indicators that would be monitored closely.
- 2018.30 Members **noted** that the Students' Union had expressed an interest in working with the Equality and Diversity Steering Group on projects such as Black History Month, where additional funding would be welcomed in order to promote the student voice.

Research misconduct procedure (SE2018.10)

- 2018.31 Senate **noted** that the policy on research misconduct had been approved in September 2017 and that members were asked to consider and approve the procedure which underpinned the policy. The procedure had already been considered and approved by Barts Health NHS Trust.
- 2018.32 A key aspect of research misconduct involved the fraudulent reporting of data and the resulting need for institutions to assess the authenticity of original source data. It was noted that the provision of software which would allow the secure storage of laboratory notes was one of the current priorities for the Research Data Management Group.
- 2018.33 Senate **approved** the research misconduct procedure.

Approval of membership and terms of reference for sub-boards of Senate for 2018-19 (SE2018.11)

- 2018.34 Senate **approved** the membership and terms of reference for sub-boards of Senate for 2018-19.

Part 3: Matters for Report

Suspension of Regulations report (SE2018.12)

2018.35 Senate **noted** the suspension of regulations annual summary report 2018.

Indicative annual business plan for 2018-19 (SE2018.13)

2018.36 Senate **approved** the indicative annual business plan for 2018-19.

Council business themes (SE2018.14)

2018.37 Senate **noted** the executive summary of the meeting of Council on 11 October 2018.

Taught Programmes Board (SE2018.15)

2018.38 Senate **noted** the proposals relating to programme and module academic developments between 23 May 2018 and 15 October 2018.

Education Quality and Standards Board (SE2018.16)

2018.39 Senate **noted** the Education Quality and Standards Board membership and terms of reference for 2018-19.

Research Degrees Programmes and Examinations Board (SE2018.17)

2018.40 Senate **noted** the executive summary of business considered by the Research Degrees Programmes and Examinations Board (RDPEB) between June 2018 and October 2018.

VP Research Advisory Group (SE2018.18)

2018.41 Senate **noted** the executive summary of business considered by the VP Research Advisory Group at its meeting held on 18 October 2018.

Ethics of Research Committee (SE2018.19)

2018.42 Senate **noted** the executive summary of business considered by the Ethics of Research Committee at the meetings held on 21 March 2018 and 11 July 2018.

Vice-Principal's (Public Engagement and Student Enterprise) Advisory Group (SE2018.20)

2018.43 Senate **noted** the Vice-Principal's (Public Engagement and Student Enterprise) Advisory Group membership and terms of reference for 2018-19.

Partnerships Board (SE2018.21)

2018.44 Senate **noted** the executive summary of business considered by the Partnership Board between 1 June 2018 and 18 October 2018.

Part 4: Other matters

Dates of future meetings

2018.45

Senate **noted** that the next meetings of Senate would be held as follows:

- Thursday 13th December 2018, 3-5pm in Clark-Kennedy LT, Whitechapel
- Thursday 7th March 2019, 3-5pm in Colette Bowe, Mile End
- Thursday 13th June 2019, 3-5pm in Colette Bowe, Mile End