



**Senate**

<b>Paper Title</b>	Minutes of the meeting of Senate held on 07 March 2019 and the extraordinary meeting held on 14 May 2019.
<b>Outcome requested</b>	Senate is asked to <b>approve</b> the minutes of the last meetings.
<b>Points for Senate members to note and further information</b>	n/a
<b>Questions for Senate to consider</b>	n/a
<b>Regulatory/statutory reference points</b>	n/a
<b>Strategy and risk</b>	n/a
<b>Reporting/consideration route for the paper</b>	Senate to approve.
<b>Authors</b>	Jane Pallant, Deputy Academic Registrar
<b>Sponsor</b>	Professor Colin Bailey, President and Principal

## Senate

### Minutes of 07 March 2019 (unconfirmed)

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#### Present:

Professor Colin Bailey (Chair)	Professor Amrita Ahluwalia	Professor Rob Allaker
Dr Adrian Bevan	Dr Victoria Bird	Dr Andrejs Braun
Dr John Buchanan	Dr Colleen Cotter	Dr Madeleine Davis
Dr Danë Goodsmann	Professor Penny Green	Dr Richard Grose
Professor Lucinda Hall	Professor Yang Hao	Professor Matthew Hilton
Dr Jessica Jacobs	Dr Robert Janes	Professor Boris Khoruzhenko
Professor David Lee	Professor Simon Lucas	Ahmed Mahbub
Dr Michael McKinnie	Professor Anthony Michael	Professor Phoebe Okowa
Dr Eranjan Padumadasa	Professor Richard Pickersgill	Professor Thomas Prellberg
Dr Mark Roberts	Dr Isobel Roele	Redwan Shahid
Professor Adrian Smith	Professor Steve Thornton	Dr Christopher Tyson
Professor Wen Wang		

#### In attendance:

Dr Katherine Bevan	Dr Stefan Krummaker	Jonathan Morgan
Jane Pallant	Kaya Wiles (minutes)	

#### Apologies:

Professor David Adger	Professor David Arrowsmith	Dr Mark Baxendale
Dr Ginestra Bianconi	Dr Edo Boek	Professor Warren Boucher
Dr Adrian Briggs	Professor Jack Cuzick	Dr Sadhvi Dar
Dr Sebastian del Bano Rollin	Professor Colin Grant	Professor Kimberley Hutchings
Professor Julian Jackson	Dr Judith Jones	Professor Rafael Leal-Arcas
Professor Irene Leigh	Professor Nicholas Lemoine	Dr Philippa Lloyd
Professor Kate Malleson	Professor Stephanie Marshall	Nabilah Mayat
Dr Kamyar Mehran	Professor Sujoy Mukerji	Dr Jason Niggli
Professor Mike Noon	Professor Alastair Owens	Professor Mauro Perretti
Eathan Plaschka	Jane Reid	Jasmine Shahi
Professor John Stark	Dr Anwar Tappuni	Professor Ian Walden
Professor Tim Warner	Professor Anthony Warrens	

### Part 1: Preliminary items

#### Minutes of the previous meeting (SE2018.35)

2018.80 Senate **approved** the minutes of the meeting held on 13 December 2018.

#### Matters arising (SE2018.36)

2018.81 Senate **noted** that, following on from discussion at the last Senate meeting, where members had discussed the ethical issues of offering training on cadavers at the University of Malta, the Human Tissue Authority had confirmed

that surgical training using human material was permissible, and frequently undertaken in the UK. However, Queen Mary did not have ready access to suitable facilities of this type in London whereas this provision was already available at the University of Malta (minutes SE2018.72-SE2018.76).

### **President and Principal's report (SE2018.37)**

2018.82 Senate **noted** the President and Principal's report.

### **Vice-Principals' Reports (SE2018.38a – SE2018.38e)**

2018.83 Senate **noted** the report from the Vice-Principal (Health), (SE2018.38a).

2018.84 Senate **noted** the report from the Vice-Principal and Executive Dean (Humanities and Social Sciences), (SE2018.38b).

2018.85 Senate **noted** the report from the Vice-Principal and Executive Dean (Science and Engineering), (SE2018.38c). The Vice-Principal and Executive Dean (Science and Engineering) reported the following updates further to the written report:

- Professor Simon Dixon, Professor of Computer Science, had been successful in securing approximately £6 million in funding for research in the field of Artificial Intelligence.
- The Faculty of Science and Engineering would host a series of research seminars which would include guest lectures by Nobel Laureates. The first seminar would take place on Friday 15<sup>th</sup> March 2019.

2018.86 Senate **noted** the report from the Interim Vice-Principal (Education) (SE2018.38d).

2018.87 Senate **noted** the report from the Deputy Vice-Principal (Research Excellence), (SE2018.38e).

2018.88 Senate **noted** the report from the Vice-Principal (International), (SE2018.38f).

### **Students' Union President's report (SE2018.39)**

2018.89 Senate **noted** the report from the Students' Union President.

## **Part 2: Matters for Discussion**

### **Teaching Excellence Framework (SE2018.40)**

2018.90 Senate **noted** the ongoing work to prepare Queen Mary for the Teaching Excellence and Student Outcomes Framework exercise provisionally scheduled for 2020-21 (TEF5).

2018.91 Senate **noted** that work with the company Invisible Grail had been progressing well and had provided a good mechanism to synthesise projects from across the university. Colleagues were thanked for their engagement with the process.

2018.92 Senate **noted** that the TEF4 subject metrics had recently been provided to Queen Mary and would be made available to colleagues shortly. The data was historical and would not show the impact of recent projects on the student experience.

Explanatory notes would be provided alongside the data to highlight changes in methodology between the TEF3 and TEF4 exercises.

### **Inclusive Curriculum (SE2018.41)**

- 2018.93 Senate **noted** the ongoing and forthcoming activity regarding work to embed Equality, Diversity and Inclusion within the curriculum.
- 2018.94 Senate considered the possibility of allowing academic staff to apply for funding to run local projects to improve inclusion and diversity within the curriculum. Members **noted** that this proposal would be considered by the Equality and Diversity Steering Group.

### **Equality, Diversity and Inclusion (SE2018.42)**

- 2018.95 Senate received a paper on the progress made with Equality Diversity and Inclusion (EDI) initiatives since the publication of the EDI report in September 2018. Work had focussed on the implementation of a revised governance structure and the progression of initiatives to address three priorities: increasing the proportion of women and BAME staff at senior levels; reducing the attainment gap between BAME and non-BAME students; supporting staff at all levels to ensure more effective processes and actions for career development.
- 2018.96 Queen Mary's Athena SWAN renewal application would be submitted in 2020. Progress against the stated commitments for change following the silver award would be reviewed during 2019.
- 2018.97 Senate **noted** that work was underway to improve the quality of EDI data available which would inform priorities and progress for the future.

### **Annual report on student casework (SE2018.43)**

- 2018.98 Senate received reports on student casework in the following categories: academic appeals; non-academic appeals; assessment offences; complaints, discipline and fitness to practise. Members noted that the total number of cases received had almost doubled since 2013-14, from 453 to 956.
- 2018.99 The significance of extenuating circumstances was also discussed, particularly ways of simplifying the process for students to submit extenuating circumstances. Members noted that the extenuating circumstances process was currently under review as part of the Student Processes Improvement Programme (SPIP).
- 2018.100 Senate recommended that the reports should be considered by the Dean for Taught Programmes Group within each faculty in order to discuss new ways of providing an effective informal stage of the appeals process. Recommendations from these groups would be considered further by the Education Quality and Standards Board and Senate.
- SE2018.101 Members noted that the Appeals, Complaints and Conduct Office were working in collaboration with QMSU and IT Services to develop a case management system. It was anticipated that moving away from paper-based files would assist with the provision of faster outcomes for students. Members further noted that appropriate software might be able to assist with assessment offences; in

particular, the investigation of allegations of ghost writing could be very resource intensive.

### **Semester based examinations and timetable (SE2018.44)**

2018.102 Senate **received** an update on the implementation of availability based timetabling and semester based examinations. Colleagues were thanked for their engagement with these initiatives.

2018.103 Members noted the following regarding semester-based exams:

- (i) Examinations would be delivered over three slots between Monday and Thursday and over two slots on Friday. This was to accommodate students unable to attend examinations after sunset on Friday due to religious observance.
- (ii) Special examination arrangements, including additional time to which students may be entitled, had been considered during the development of the examination timetable. Additionally, modelling would be used to limit cases where a student would have more than one examination per day.
- (iii) Work to consider and address the finer details, including the impact that bank holidays may have on teaching and how this may vary by year, was ongoing.

2018.104 Members **noted** the following regarding timetabling:

- (i) Members **discussed** the recognition of research days in the timetabling process. It was noted that schools had been asked to provide the availability of academic staff in accordance with current practice for the 2019-20 timetable. Therefore if a member of academic staff was unable to teach on a particular day, this information would be included as a constraint in the creation of the timetable.

### **Research Excellence Framework (REF) Code of Practice (SE2018.45)**

2018.105 Senate **noted** that final guidance on the REF 2021 submission process and requirements for the institutional REF Code of Practice had been issued on 31 January 2019. Work was underway to revise the interim Code of Practice (approved at the December 2018 meeting of Senate) in light of the guidance.

2018.106 The Code of Practice would need to be submitted to the UK REF team by 07 June 2019 so an extraordinary meeting of Senate was requested to consider the REF Code of Practice in time for the deadline.

2018.107 Senate **approved** the request for an extraordinary meeting of Senate to take place in May 2019 for the consideration and approval of the REF 2021 Code of Practice.

## **Part 3: Matters for Report**

### **Freedom of Speech (SE2018.46)**

2018.108 Senate **noted** that the Freedom of Speech policy would be reviewed at the June meeting of Senate. The Equality and Diversity Steering Group would consider the policy alongside guidance published by the Equality and Human Rights Commission prior to its review at Senate in June.

#### **Taught Programmes Board (SE2018.47)**

2018.109 Senate **noted** the proposals relating to programme and module academic developments between 27 November 2018 and 19 February 2019.

#### **Education Quality and Standards Board (SE2018.48)**

2018.110 Senate **noted** the executive summary of the Education Quality and Standards Board meeting held on 13 February 2019.

#### **Research Degrees Examination and Progression Board (SE2018.49)**

2018.111 Senate **noted** the executive summary of business considered by the Research Degrees Examination and Progression Board between November 2018 and February 2019.

#### **Ethics of Research Committee (SE2018.50)**

2018.112 Senate **noted** the executive summary of the Ethics of Research Committee meeting held on 30 January 2019.

#### **Partnerships Board (SE2018.51)**

2018.113 Senate **noted** the executive summary of business considered by the Partnership Board between 19 October 2018 and 12 February 2019.

### **Part 4: Other matters**

#### **Dates of future meetings**

2018.114 Senate **noted** that the next meetings of Senate would be held as follows:

- Extraordinary meeting – Tuesday 14<sup>th</sup> May 2019, 2-3pm in Colette Bowe, Mile End
- Thursday 13<sup>th</sup> June 2019, 3-5pm in Colette Bowe, Mile End

## Senate

### Minutes of 14 May 2019 (unconfirmed)

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#### Present:

Dr Philippa Lloyd (Chair)	Professor David Adger	Dr Mark Baxendale
Dr Adrian Bevan	Dr Victoria Bird	Dr Edo Boek
Dr Colleen Cotter	Dr Sebastian del Bano Rollin	Dr Danë Goodsman
Professor Penny Green	Dr Richard Grose	Professor Yang Hao
Professor Matthew Hilton	Professor Kimberley Hutchings	Dr Robert Janes
Professor Mike Noon	Professor Thomas Prellberg	Redwan Shahid
Professor Adrian Smith	Professor John Stark	Dr Anwar Tappuni
Dr Christopher Tyson	Professor Anthony Warrens	

#### In attendance:

Dr Emma Hare	Andrew Loveland	Jane Pallant
Professor Mark Trimmer	Kaya Wiles (minutes)	

#### Apologies:

Professor Colin Bailey	Professor Amrita Ahluwalia	Professor Rob Allaker
Professor David Arrowsmith	Dr Ginestra Bianconi	Professor Warren Boutcher
Dr Andrejs Braun	Dr Adrian Briggs	Dr John Buchanan
Professor Jack Cuzick	Dr Sadhvi Dar	Dr Madeleine Davis
Professor Colin Grant	Professor Lucinda Hall	Professor Julian Jackson
Dr Jessica Jacobs	Dr Judith Jones	Professor Boris Khoruzhenko
Professor Rafael Leal-Arcas	Professor David Lee	Professor Nicholas Lemoine
Professor Simon Lucas	Ahmed Mahbub	Professor Stephanie Marshall
Nabilah Mayat	Dr Michael McKinnie	Dr Kamyar Mehran
Professor Anthony Michael	Professor Sujoy Mukerji	Dr Jason Niggli
Professor Phoebe Okowa	Professor Alastair Owens	Dr Eranjan Padumadasa
Professor Mauro Perretti	Professor Richard Pickersgill	Eathan Plaschka
Jane Reid	Dr Mark Roberts	Dr Isobel Roele
Jasmine Shahi	Professor Steve Thornton	Professor Ian Walden
Professor Tim Warner	Professor Wen Wang	

### Part 1: Preliminary items

#### Welcome and Apologies

2018.125            The Chair thanked Senate members for attending this extraordinary meeting of Senate.

### Part 2: Matters for Discussion

#### Research Excellence Framework (REF) Code of Practice (SE2018.52)

- 2018.126 Senate **noted** that final guidance on the REF 2021 submission process and requirements for the institutional REF Code of Practice had been issued on 31 January 2019. The Code of Practice had been revised in light of the guidance.
- 2018.127 Senate **received** the revised REF Code of Practice and a summary of the main changes since the approval of the interim Code of Practice by Senate in December 2018.
- 2018.128 The revisions included clarification regarding:
- how Queen Mary would identify REF-eligible staff on research-only contracts who wished to claim research independence (Section 3),
  - the selection of outputs and output reduction decisions in relation to staff circumstances (Section 4).
- 2018.129 Senate **noted** that the Code of Practice had been considered and endorsed by the Equality, Diversity and Inclusion Steering Group, the REF Strategy Group and the REF Equality and Diversity Group. Following approval by Senate, the Code of Practice would be submitted to the UK REF team by the deadline of 07 June 2019 for approval by the REF Equality and Diversity Advisory Panel.
- 2018.130 Senate **noted** that colleagues would not be able to review submissions from other universities before the submission deadline. Colleagues had been attending workshops and speaking to other institutions to make sure practices were broadly in line with those at other institutions.
- 2018.131 Senate discussed the process for sharing assessment information with staff. Heads of Schools/Directors of Institutes would not provide staff with individual scores or individual written comments from external and internal assessors, but would provide the overall agreed (consolidated) scores for outputs, and could provide verbal context for these scores, taking into consideration internal and external comments. This process had been agreed following due consideration of data protection regulations.
- 2018.132 Senate discussed whether an external assessor's written comments could be provided to the relevant member of staff whilst retaining the assessor's anonymity. Senate noted that Heads of Department/Directors of Institute were best placed to convey consolidated comments on scores to individuals, to ensure that feedback was both coherent and constructive. Best practice for disseminating comments and/or scores was being discussed in Dry Run meetings.
- 2018.133 Senate discussed Section 4 of the code, which stated "outputs from staff made redundant during the REF period will not normally be considered for submission *under the name of that former member of staff*". Senate **noted** that the term 'redundancy' includes the non-renewal of fixed-term contracts. The aim of the statement was to recognise that outputs from former members of staff may be co-authored by other Queen Mary REF-eligible staff. In such instances, the output would be submitted under the REF-eligible co-author's name (rather than the former staff member). It was clarified that attaching the output to a single individual was a requirement of the REF process and the full-authorship list would still be visible on the submitted output.
- 2018.134 Senate **recommended** that the statement regarding members of staff who had been made redundant be amended within the Code of Practice, to clarify the intention regarding co-authorship.



2018.135 Senate discussed a news article which stated that some universities had significantly increased the number of full-time teaching-only academics between 2014-15 and 2017-18. Queen Mary was cited as one university which had seen a significant increase. Senate **noted** that REF scores would not be used as a measure of staff research performance or for appraisal purposes (as stated in Appendix A of the REF Code of Practice). Senate noted that in one department the increase in teaching-only academic staff was the result of contractual improvements where staff previously on professional services contracts were moved to academic contracts.

2018.136 Senate approved the REF Code of Practice subject to the minor refinements discussed.

### Part 3: Other matters

#### Dates of future meetings

2018.138 Senate **noted** that the next meeting of Senate would be held as follows:

- Thursday 13<sup>th</sup> June 2019, 3-5pm in Colette Bowe, Mile End