



Senate

Paper Title	Minutes of the last meeting of Senate held on 05 March 2020
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 05 March 2020 (draft)

Present:

Professor Colin Bailey (Chair)	Professor Amrita Ahluwalia	Dr Talhah Atcha
Dr Mark Baxendale	Dr Adrian Bevan	Dr John Buchanan
Dr Sadhvi Dar	Dr Madeleine Davis	Dr Debbie De Girolamo
Professor Danë Goodsmān	Professor Colin Grant	Professor Penny Green
Sheila Gupta	Professor Yang Hao	Professor Matthew Hilton
Professor Peter Hobson	Professor Henri Huijberts	Professor Kimberley Hutchings
Dr Judith Jones	Professor Andrew Livingston	Dr Philippa Lloyd
Professor Simon Lucas	Professor Stephanie Marshall	Professor Seán McConville
Professor Anthony Michael	Professor Sandra Nicholson	Professor Mike Noon
Professor Alastair Owens	Dr Eranjan Padumadasa	Professor Mauro Perretti
Christina Perry	Professor Richard Pickersgill	Annika Ramos
Dr Prakash Shah	Dr Catherine Silverstone	Professor Adrian Smith
Professor John Stark	Professor Dan Todman	Dr Christopher Tyson
Professor Wen Wang	Professor Tim Warner	

In attendance:

David Boyle	Reverend Professor Sandra Eldridge	Simon Hayter
Jonathan Morgan	Jane Pallant	Professor Kathryn Richardson
Leigh Rooney	Kaya Wiles (minutes)	

Apologies:

Professor Rob Allaker	Dr Jason Berry	Professor Ginestra Bianconi
Dr Victoria Bird	Dr Edo Boek	Dr Adrian Briggs
Antonio Brozicevic	Professor Paul Coulthard	Professor Jack Cuzick
Dr Sebastian del Bano Rollin	Dr Richard Grose	Dr Jessica Jacobs
Dr Robert Janes	Professor Boris Khoruzhenko	Professor Nicholas Lemoine
Dr Kamyar Mehran	Professor Sujoy Mukerji	Professor Parvati Nair
Dr Fu Ng	Professor Thomas Prellberg	Dr Jason Niggli
Professor Phoebe Okowa	Dr Amitha Ranauta	Jane Reid
Dr Mark Roberts	Sidhant Singh	Professor Anwar Tappuni
Professor Steve Thornton	Krista Tingbranda	Professor Ian Walden
Professor Anthony Warrens		

Part 1: Preliminary items

Minutes of the previous meeting (SE2019.28)

2019.097 Senate **confirmed** the minutes of the meeting held on 05 December 2019.

Chair's action (SE2019.29)

2019.098 Senate **noted** that an amendment to the 2020-21 term dates had been approved by Chair's action. The January examination would be deferred for three days to provide students with the opportunity to seek study support options offered by schools/institutes and the Students' Union following the Christmas vacation period.

President and Principal's report (SE2019.30)

2019.099 Senate **received** a report from the President and Principal.

2019.100 Members **noted** that an incident management group had convened to coordinate the institution's response to risks in relation to COVID-19. A separate group would assess the impact of COVID-19 on overseas recruitment in September 2020. Queen Mary would continue to follow the guidance issued by Public Health England. Any concerns regarding COVID-19 that were specific to individual circumstances were being addressed on a case-by-case basis.

2019.101 Members **noted** that strike action relating to pay, working conditions and pensions was ongoing. The University and College Union (UCU), Universities and Colleges Employers Association (UCEA) and Universities UK (UUK) had been holding talks regarding casualization, workload and equality of pay. Regarding pensions, the chair of the Joint Expert Panel (JEP2) had been chairing talks between UCU, UUK, Universities Superannuation Scheme (USS) and the Pensions Regulator.

2019.102 Members **noted** that Professional Services staff from central services would be relocating to Department W, a building situated between the Mile End and Whitechapel campuses. Planning was in the early stages; however, the move would typically involve non-student facing members of staff.

Vice-Principals' Reports (SE2019.21a – SE2019.31h)

2019.103 Senate **received** a report from the Vice-Principal (Health), (SE2019.31a).

2019.104 Senate **received** a report from the Vice-Principal and Executive Dean (Humanities and Social Sciences), (SE2019.31b).

2019.105 Members **noted** that applications to the Malta MBBS programme had increased by 168% since 2018-19. Colleagues were thanked for their contribution to the rise in applications.

2019.106 Senate **received** a report from the Vice-Principal (HSS) (SE2019.31b).

2019.107 Members **noted** that HSS would be recruiting to three new faculty leadership roles, namely the Dean for Research, Deputy Dean for Research and Deputy Director for training and cohort development.

2019.108 Members **noted** that Professor Tim Bale and Professor David Adger had been awarded Leverhulme Major Research Fellowships. Professor Bale's project would look at the Conservative Party crisis following the 2016 EU referendum. Professor Adger's project would adapt ideas around memory from theoretical computer science to both simplify and restrict the theory of generative syntax.

2019.109 Senate **received** a report from the Vice-Principal and Executive Dean (Science and Engineering), (SE2019.31c).

- 2019.110 Members **noted** that Professor Didier Queloz, winner of the 2019 Nobel Prize in Physics, had delivered a lecture titled 'Finding Life on Other Planets' as part of Queen Mary's Public Lecture Series.
- 2019.111 Members **noted** that Consultancy Services UK had agreed to offer 20 scholarships to Queen Mary students. The scholarships would be awarded to 10 female students studying computer science and 10 students with low household incomes.
- 2019.112 Members **noted** that the Engineering and Physical Sciences Research Council (EPSRC) had awarded the faculty £1.6 million as part of a pilot engineering doctorate scheme. The scheme would commence in October 2020. The grant application had been a collaborative process and all involved were thanked for their contribution.
- 2019.113 Senate **received** a report from the Vice-Principal (Education) (SE2019.31d).
- 2019.114 Members **noted** that the Office for Students (OfS) had announced plans to expand the National Student Survey (NSS) to all undergraduate students. A consultation was anticipated to take place in Spring 2020. Directors of Education would have the opportunity to contribute to the consultation response.
- 2019.115 Members **noted** that the OfS had issued a consultation in January 2020 regarding the implementation of savings in recurrent funding for academic years 2019-20 and 2020-21. This followed an announcement from the Secretary of State for Education that the recurrent teaching grant would be reduced by £58m.
- 2019.116 Senate **received** a report from the Vice-Principal (International), (SE2019.31e).
Senate **noted** that Postgraduate Taught applications had increased by 55% since 2018. The growth in applications was mainly being driven by China and India.
- 2019.117 Senate **received** a report from the Vice-Principal (Policy and Strategic Partnerships), (SE2019.31f).
- 2019.118 Members **noted** that the Vice-Principal (Policy and Strategic Partnerships) would hand over chairship of the Equality, Diversity and Inclusion Steering Group (EDISG) to the Vice-Principal (People, Culture and Inclusion).
- 2019.119 Members **noted** that the Vice-Principal (Policy and Strategic Partnerships) would take up the role of the Senior Executive Team lead on climate change and sustainability.
- 2019.120 Senate **received** a report from the Vice-Principal (Research and Innovation), (SE2019.31f).
- 2019.121 Members **noted** that the Vice-Principal (Research and Innovation) would move his research activity to Queen Mary later in the calendar year. In the interim, the Vice-Principal (Research and Innovation) would remain research active and would use Queen Mary's research services and systems to greater understand the experiences of colleagues.

- 2019.122 Members **noted** that the Knowledge Exchange Framework (KEF) would assess all Higher Education Institutions in England during the 2019-20 academic year. The KEF measured seven metrics, six of which would be measured internally. The two key themes would be local growth and regeneration, and public and community engagement. A four-page institutional narrative would accompany the submission.
- 2019.123 Senate **received** a report from the Vice-Principal (People, Culture and Inclusion), (SE2019.31g).
- 2019.124 Members **noted** that the Vice Principal (People, Culture and Inclusion) would be meeting with colleagues across the university to discuss themes and priorities of the people and culture enabling plan.

Students' Union President's report (SE2019.32)

- 2019.125 Senate **received** a report from the Students' Union President.
- 2019.126 Members **noted** that the Students' Union elections had closed on 27 February 2020. Shamima Akter, Vice-President (Welfare), had been elected as next year's QMSU President. 12 of 13 school representatives had been elected. A bi-election would be held for the School of Politics and International Relations representative as two candidates had received equal votes.

Part 2: Matters for Discussion

Research Excellence Framework

- 2019.127 Senate **received** a presentation from the Deputy Vice Principal (Research Excellence) on the Research Excellence Framework (REF).
- 2019.128 Members **noted** that Queen Mary would submit approximately 2,500 outputs over 20 Units of Assessment (UoA) for the REF Dry Run exercise in November 2020.
- 2019.129 Members **noted** that submissions would consist of outputs (60%), impact (25%) and environment (15%). Environment would be considered by the panel as part of a pilot exercise but would not be formally scored for this round. Work to optimize the final output pool selection was ongoing. Clear narratives which followed the REF guidance would also be fundamental.
- 2019.130 Members **noted** that the approach towards staff circumstances had changed slightly since REF 2014. Consideration would be given to the combined effect of staff circumstances on the overall output pool, with the output pool being reduced if necessary. The Queen Mary Equality and Diversity Advisory Panel (EDAP) would determine where staff circumstances had a disproportionate effect on the number of outputs. Additionally, individual members of staff could be absolved from the requirement to submit any outputs where no REF eligible outputs had been produced. Queen Mary would submit nine output pool-reduction requests and one request for a member of staff to be removed from the requirement to submit an output. Staff would be informed of decisions on 29 May 2020. A further process would be organised for staff who had joined Queen Mary after January 2020.

- 2019.131 Members **noted** that there had been a call for additional REF subpanel members and were encouraged to engage with the nomination process.
- 2019.132 Members **noted** that a key priority in the lead up to November 2020 would be the optimisation of each of the three elements of the submission. UoA meetings would be held from March 2020 and would work to shape the final submission. The REF Coordination Group and REF Strategy Group would perform a final review of the submission in October 2020 before final sign off being given by the REF Strategy Group by 13 November 2020.
- 2019.133 Senate thanked staff for their hard work in the lead up to REF 2021.

QMSU Student Experience Survey

- 2019.134 Senate **received** a presentation from the QMSU Vice-President (Education) and QMSU Education Coordinator on the 2018-19 QMSU Student Experience Survey results.
- 2019.135 Members **noted** that the QMSU Student Experience Survey was held annually with a different theme each year. The theme for the 2018-19 survey was diversity. The survey considered the sub-topics of self-identification, degree attainment, curriculum, experience, support, and engagement and representation. All UK-based students were invited to complete the survey. 191 responses were received.
- 2019.136 Members **noted** that the survey found a 23% gap between students from Black, Asian and Minority Ethnic (BAME) backgrounds and those who self-identified as BAME. QMSU therefore concluded that some BAME students might not access support and resources to which they would be entitled. The survey also found that 42% of the BAME students surveyed were not aware that Queen Mary had an equal opportunities policy.
- 2019.137 Members **noted** that 13% of the BAME students surveyed reported having faced barriers to learning due to their ethnicity and 24% believed that there was a BAME attainment gap. QMSU recommended an extensive investigation into potential barriers and attainment.
- 2019.138 Members **noted** that 61% of BAME students surveyed deemed their curriculum to be diverse. QMSU recommended Queen Mary undertake an evaluation of the current curriculum to identify areas which could be further diversified.
- 2019.139 Members **noted** that 77% of respondents would describe Queen Mary as inclusive.
- 2019.140 Members **noted** that 36% of the BAME students surveyed felt there was adequate BAME representation amongst Queen Mary staff. 67.8% of respondents felt they entered the university with the necessary skills to navigate university life. QMSU recommended the implementation of academic English language provisions for all students, particularly those who were first generation students.
- 2019.141 Members **noted** that 32% of respondents felt that they could not discuss their ethnicity in a teaching setting. QMSU reported comments which suggested that some non-BAME students were concerned that they could be marginalised as a

result of their background. QMSU recommended anti-racism workshops to address this and similar rhetoric.

2019.142 Members **noted** that the term BAME covered a wide and diverse range of individuals. To address the varying needs of individual students Queen Mary had developed initiatives which targeted specific subsections of students, such as commuter students.

2019.143 Members **noted** that work being led by the Education Quality and Standards Board (EQSB) and EDISG would continue to address the areas covered within the QMSU Student Experience Survey.

Annual report on student casework 2018-19 (SE2019.33)

2019.144 Senate **received** the annual report on student casework for 2018-19.

2019.145 Senate **approved** the appointment of Dr Andrejs Braun and Professor Seán McConville as Deputy Chairs of the Academic Misconduct Panel.

2019.146 Members **noted** that EQSB had considered the annual report on student casework in detail and expressed concerns around the significant delays, the increase in academic misconduct cases and the functionality of results surgeries.

2019.147 Members **noted** that the volume of casework remained unmanageable and delays continued to affect the student experience.

2019.148 Members **noted** consideration could be given to the language used in the Regulations and relevant policies and whether any amendments would increase their accessibility.

2019.149 Members **noted** that 37% of the cases received in 2018-19 could have been resolved at school/institute level. Adding a formalised, local-level stage to the appeal process could increase the speed in which cases were being resolved. The introduction of this stage would only be possible once the casework management system was in place.

2019.150 Members **noted** that schools and institutes would refer academic misconduct cases to the Appeals, Complaints and Conduct office if the element of assessment in which the offence was alleged to have occurred counted for 31 per cent or more of the module mark. This process was time consuming for staff in schools/institutes. Increasing the weighting threshold could therefore reduce the burden on schools/institutes and the Appeals, Complaints and Conduct Office.

2019.151 Members **noted** the important roles performed by staff who would participate in student casework activities and the importance of capturing related duties within workload allocation returns.

2019.152 Members **noted** the high number of academic misconduct cases reported from the School of Business and Management. The diligence by academic staff in identifying cases of academic misconduct could have contributed to the high figures. To prevent future cases, the School had introduced module-level guidance around academic misconduct.

- 2019.153 Members **noted** that EDISG would consider the equalities data provided within the report.
- 2019.154 Senate supported the direction of travel and noted the need for additional resource to develop and implement a casework management system.
- 2019.155 Senate expressed their thanks to members of staff who participated in student casework activities.

Timetable policy (SE2019.34)

- 2019.156 Senate **received** the timetable policy.
- 2019.157 Members **noted** that the main aim of the timetable policy was to balance student preference, staff needs and space allocation. Specialist software would allow multiple iterations of the timetable to be developed before a final version would be approved. This process would ensure that the final timetable would be the best option for the institution.
- 2019.158 Members **noted** that postgraduate teaching was not restricted on Wednesday afternoons. Implementing the Wednesday afternoon policy for postgraduate students would require teaching to be scheduled in evenings or weekends to maintain the current level of delivery.
- 2019.159 Members **noted** that requests to change the teaching timetable should only occur where the change could not have been prevented.
- 2019.160 Members **noted** that annual student surveys were used to assess student preference and satisfaction. Additionally, BI tools were used to assess how successfully the timetable would meet student preference. Data could be broken down by school or institute, year and programme as required.
- 2019.161 Members **noted** the important of ingraining effective pedagogy into the policy. Suggestions for ARCS should be channelled through faculty Deans for Education.
- 2019.162 Members **noted** that Heads of Schools and Directors of Institutes would have the option to delegate the responsibility of endorsing any timetable change requests. Paragraph six of the policy would therefore be amended to read "Heads of School and Directors of Institute or their delegate".
- 2019.163 Members **noted** that the wording under paragraph seven, which related to prioritising access for staff and students with a disability, would be strengthened.
- 2019.164 Members **noted** that the wording under paragraph one, section a, stated that one aim of the policy was to place student preference at the heart of the timetabling process. It was suggested that this could be amended to better manage student expectations.
- 2019.165 Senate **approved** the timetable policy subject to the changes discussed.

DORA public statement (SE2019.35)

- 2019.166 Senate **received** the proposal for Queen Mary to become a signatory of San Francisco Declaration on Research Assessment (DORA) and the accompanying public statement.
- 2019.167 Members **noted** that the public statement outlined Queen Mary's interpretation of the commitments to DORA.
- 2019.168 Senate **approved** Queen Mary becoming a signatory of DORA as per Queen Mary's interpretations of the commitments outlined within the public facing statement.

New award title of Doctor of Engineering (EngD) (SE2019.36)

- 2019.169 Senate **received** a proposal for the addition of the award of Doctor of Engineering (EngD) to Ordinance A16, section 1.6.
- 2019.170 Members **noted** that, if endorsed by Senate, the proposal would be considered by the Governance Committee.
- 2019.171 Members **noted** that the programme was being offered at numerous other UK institutions and was therefore well established within the UK.
- 2019.172 Members **noted** that the programme would offer workplace research projects with industry partners. There would therefore be better alignment with industry than that available with a traditional PhD.
- 2019.173 Senate **endorsed** the addition of the award of Doctor of Engineering (EngD) to Ordinance A16, section 1.6 denoting research degrees (FHEQ level 8) awarded by Queen Mary.

Policy on Research with Human Participants (SE2019.37)

- 2019.174 Senate **received** the policy on research with human participants.
- 2019.175 Members **noted** that a statement regarding the avoidance of potential conflicts of interest had been added to the policy following a recent audit. References to Queen Mary had also been update in line with branding guidelines.
- 2019.176 Senate **approved** the amendments to the policy on research with human participants.

Part 3: Matters for Report

Taught Programmes Board (SE2019.38)

- 2019.177 Senate **noted** the proposals relating to programme and module academic developments considered by the Taught Programmes Board between 25 September 2019 and 05 February 2020.

Education Quality and Standards Board (SE2019.39)

- 2019.178 Senate **noted** the executive summary of the Education Quality and Standards Board meeting held on 19 February 2020.

Research Degrees Programmes and Examinations Board (SE2019.40)

2019.179 Senate **noted** the executive summary of business considered by the Research Degrees Programmes and examinations Board between November 2019 and February 2020.

Vice Principal (Research) Advisory Group (SE2019.41)

2019.180 Senate **noted** the executive summary of the Vice-Principal (Research) Advisory Group meeting held on 21 January 2020.

Ethics of Research Committee (SE2019.42)

2019.181 Senate **noted** the executive summary of the Ethics of Research Committee meeting held on 18 December 2019.

Partnerships Board (SE2019.43)

2019.182 Senate **noted** the executive summary of business considered by the Partnerships Board between 23 November 2019 and 31 January 2020.

Indicative Annual Plan 2019-20 (SE2019.44)

2019.183 Senate **noted** the Indicative Annual Plan for 2019-20.

Part 4: Other matters

Dates of future meetings

2019.184 Senate **noted** that the next meetings of Senate would be held as follows:

- Thursday 4th June 2020, 3pm-5pm in the Colette Bowe Room, Queens' Building, Mile End

Any other business (SE2019.45)

2019.185 Members **noted** that the International Declaration by Universities on Freedom of Expression would be discussed at the next Senate meeting.

2019.186 Senate expressed thanks to all staff involved in the Queen Mary Holocaust Memorial Day event on 28 January 2020.