

SENATE

Draft Minutes of Meeting held on 17 February 2016

Present: The Provost, Professor James Stirling (Chair); Professors Anandalingam, Cilliers, Gibson, Green, Gooderham, Johnston, Magee (Jeff) Magee (Tony), McClure, McCoy, McGregor, Nash, Parry, Smith, Spivey, Welton, Wright; Associate Professor Miraldo; Drs Archer, Buluwela, Craig, Fobelets, Gounaris, Kingsbury, Mr Tebbutt; Mr San (Student Representative); with Mr Neilson (College Secretary and Registrar), Mr Balloch (Interim Academic Registrar) and Ms Webster (Head of Academic Services).

Apologies: Professors; Screaton Mr Guo, Dr Trotta, Mr Guo and Ms Sandon-Allum (Student Representatives).

2056 Salutation

The Provost welcomed Professor Nigel Gooderham to his first meeting as Assistant Provost (Academic Promotions), Mr James Balloch to his first meeting as Interim Academic Registrar and Ms Judith Webster to her first meeting as Head of Academic Services. The Chairs of the new Faculty Education Committees were also welcomed to Senate.

2057 Minutes

The Minutes of the meeting of the Senate held on 9 December 2015 were confirmed.

2058 Matters Arising

There were no matters arising.

2059 Provost's Business

Received: A Report from the Provost (**Paper Senate/2015/35**).

(1) New Year's Honours

Reported: That the following members of College staff had been recognised in the New Year's Honours:

Professor The Lord Darzi had been admitted as a member to the Order of Merit. The award, which is limited to 24 living recipients, is granted to those who have rendered exceptionally meritorious services towards the advancement of the arts, learning, literature.

Professor David Miles, Professor of Financial Economics at Imperial College Business School, received a CBE for services to monetary policy.

Professor Maggie Dallman, Associate Provost (Academic Partnerships), was awarded an OBE for services to bioscience

Clive Hargreaves (Civil Engineering, 1988), Technical Services and Facilities Manager in the Department of Civil and Environmental Engineering, was honoured with a British Empire Medal. Clive has supported the Department for 35 years as it rose to become one of the world's top-ranked centres in its field.

Further Reported: That Senate congratulated these staff on their achievements

(2) Vice Provost (Research)

Reported: (i) That Professor Nick Jennings had accepted appointment as Vice Provost (Research) with effect from 4 April 2016.

(ii) That Professor Jennings was joining the College from the University of Southampton, where he holds the role of Regius Professor of Computer Science and Head of the Electronics and Computer Science department.

(3) Assistant Provost (Academic Promotions)

Reported: (i) That Professor Nigel Gooderham had taken up appointment as Assistant Provost (Academic Promotions), with effect from 1 January 2016. This was a part-time role which would form part of the senior academic leadership of the College. Professor Gooderham will continue on his academic role in the Department of Surgery and Cancer.

(ii) that this appointment had been made following the retirement of Professor Stephen Richardson

(4) HE Green Paper: Fulfilling our Potential: Teaching Excellence, Social Mobility and Student Choice

Reported: (i) That since the Senate last met, the College had submitted its response to the Green Paper. A large number of colleagues had contributed to the response, which was publically available on the Strategic Planning Division's web pages.

(ii): that the Imperial College Union had also submitted a response to the Green Paper and that it had been pleasing to note so much common ground between this and the College's response.

(5) Stern Review

Reported: That the College had been invited, along with other HEI's, to submit evidence to the Governments review of the Research Excellence Framework. The review had been launched on 16 December 2015. The Strategic Planning Division, along with the Acting Vice Provost (Research) were co-ordinating the College's response.

(6) Postgraduate Graduation Ceremony

Reported: That the Provost encouraged all members of the academic community to attend the postgraduate graduation ceremony on 4 May 2016.

2060 Vice Provost's Business

Received: A Report from the Acting Vice Provost (Education) (**Paper Senate/2015/36**).

(1) NSS 2016 response to date

Reported: That the National Student Survey had opened on 18th January 2016 and that a paper had been tabled for the meeting showing the NSS response rates as at 15th February 2016. Senate was advised that updated response rates were available on the dashboard. Faculties reported that they were encouraging students to complete the survey.

(2) NSS Working Group

Reported: (i) The recommendations of the NSS Working Group which had been considered and endorsed by Provosts Board and which would now be taken forward by an Implementation Group, chaired by the Acting Vice Provost (Education).

(ii) That the recommendations focussed on the identification and sharing of good practice, the growing role of the Staff Student Committees and a new approach for considering the NSS results which would see action plans owned at departmental level and monitored through annual monitoring.

(iii) That the review of the process for consideration of NSS results meant that the process was out of sync with previous years and so would be compressed for the current academic year but would revert for consideration of the 2016 results. It was agreed that a further update on the implementation work would be provided to the next meeting of Senate.

(3) Imperial Horizons Programme

Reported: The growth of the Horizons programme since its inception in 2012 from 17% to 46% of undergraduates enrolled on Horizons. It was considered too early to know if the current year's figures were an upward trend, a one-off surge or whether maximum demand had now been reached as this was the first year that Horizons had been advertised to students pre-arrival. Members of Senate agreed that it would be useful to have a further, more detailed report which provided details of the numbers of students on particular courses, drop-out rates on courses and resource constraints.

(4) President's Awards for Excellence in Education and Research, and Stevenson Fund

Reported: (i) That the nominations process for the 2016 President's Awards for Excellence was now open and would be until 11 March 2016. The President's Awards are presented to staff for outstanding contributions to teaching, pastoral care, research supervision and supporting the student experience; (ii) that nominations were open for the Stevenson award which awarded three bursaries annually to female students studying for degrees at any level in Physics, Chemistry, Maths, Life Sciences and Earth Sciences to undertake an international research placement of up to a maximum of three months with a leading female scientist in a similar institution. Nominations close on 11 March 2016.

2061 **Academic Standards Framework**

Received: A note from the Acting Vice Provost (Education) (**Paper Senate/2015/37**).

Reported: That the new college level academic governance structure which had been agreed at the December 2015 meeting of Senate was now in place.

Reported: (1) That work was ongoing in the development of a single set of academic regulations for the College and that the discussion on a standard module credit size was ongoing but that a decision was expected to be made soon.

(2) That the Steering Group had agreed a Glossary of common terms to ensure greater clarity.

(3) That the Steering Group, whose remit included the responsibility for co-ordinating and preparing for the Higher Education Review by the Quality Assurance Agency, which had been expected in 2016/17, was monitoring the external developments around quality assurance following publication of the Green Paper and the HEFCE consultation on revised arrangements for quality assessment.

2062 **Student Complaints and Appeals Procedures**

Received: A note from the Head of Academic Services (**Paper Senate/2015/38**).

Reported: (1) That under the auspices of the Academic Standards Framework Steering Group, a Task and Finish group had been established to review the procedures relating to student complaints, appeals, discipline and academic offences.

(2) That the Task and Finish Group were working towards a 2016/17 deadline for implementation. Work would focus on providing clearer procedures and the timelines for engaging with and responding to these procedures. There would also be a focus on reporting and enhancement opportunities so that the College was able to reflect upon appeals and complaints and implement any appropriate action in response.

Considered in discussion: (1) That this was an important area of work for the College which should ensure that student issues could be dealt with effectively and quickly where required.

(2) That the Quality Assurance Agency and the Office of the Independent Adjudicator (OIA) had published guidance to institutions on these procedures and that there were being used as a reference point for the Task and Finish Group. These provided clear definitions of what constituted an appeal and a complaint and that the revised procedures would take account of circumstances where a student needed to make a part-complaint/part-appeal. Senate considered that the characteristics of a good appeal process as presented in the OIA documentation provided a good framework for the procedures to be implemented at the College.

(3) That staff also needed support where they were the subject of a complaint in terms of understanding the process and being provided a 'right of reply'. Training and development for staff was within the remit of the Task and Finish Group and this was welcomed.

(4) The need for independence in the consideration of student casework at every stage and a concern about students engaging legal representation in these processes.

2063 Plagiarism and Examination Offences 2014-15

Received: A Report from the Academic Registrar (**Paper Senate/2015/39**).

Reported: (1) That this was normally presented as a starred item but that it had been felt appropriate to discuss the paper. The Dean of the Business School had been asked to comment on the relatively high number of cases reported on postgraduate courses in that Faculty.

(2) That the Business School had considered the report and identified that a Distance Learning MBA course, which is no longer recruited to and is running out, accounted for ten cases. The Business School had a zero tolerance approach to plagiarism and included clear guidance to students in the Course Handbooks on avoiding plagiarism as well as requiring students to do an on-line plagiarism test.

Considered in discussion: (1) That perhaps the penalties for academic offences were not harsh enough and should be reviewed to act as more of a deterrent to students but also the difference between poor academic practice and intentional cheating for unfair advantage.

(2) That staff needed guidance and training on dealing with the nuances between poor practice and intentional cheating and how to interpret data from Turnitin. Assessment design which was less vulnerable to plagiarism also needed to be considered.

(3) That students needed to be taught to write academically and given guidance

2064 Quality Assurance and Enhancement Committee (QAEC)

Considered: A Report by the Quality Assurance and Enhancement Committee (**Paper Senate/2015/40**).

Reported: that this was the first report from QAEC operating under the new academic governance structures and the schedule of delegation. The report covered the following areas:

Noted (1) QAEC approval of a proposal for the suspension of Pre-Sessional English Courses for Business School programmes.

(2) That QAEC had received an update on On-line Business for Professional Engineers and Scientists (BPES) Module pilot.

(3) That QAEC agreed that it would not be appropriate for the College to enter into progression arrangements with other institutions.

(4) That QAEC had received and considered follow up reports from the following departments which had undergone periodic review during 2013-14:

Department of Mechanical Engineering – UG Periodic Review
Department of Life Sciences - UG Periodic Review
Department of Aeronautics – PGT Periodic Review
School for Professional Development - PGT Periodic Review

(5) That QAEC had received information of the Postgraduate Taught Experience Survey (PTES) for 2016 and considered the national benchmarking report for the Postgraduate Research Experience Survey (PRES) conducted in 2015.

(6) That Chair's Action had been taken on behalf of QAEC following the meeting of the Programmes Committee held on 21 January 2016, which included the approval of a new programme, BSc in Economics, Finance and Management Science proposed by the Imperial College Business School and major modifications to the Executive MBA and the MSc Management, Imperial College Business School; MSc Shock Physics, Department of Physics.

(7) That QAEC had approved the proposal that the MEng Aerospace Materials, Department of Materials was withdrawn with effect from October 2017.

(8) That QAEC approval had been granted to the edX Short Course in the Imperial College Business School.

Considered in discussion: That the proposal for the BSc in Economics, Finance and Management Science had been discussed at Provost's Board to consider the resource and business implications. The main challenge identified had been the availability of teaching space and the Business School would be working with other Faculties and the College to ensure the effective use of teaching space. It was also noted that this course, with its projected student numbers, could justify a new undergraduate hall of residence.

2065 Dates of Terms

Received: A Note from the Academic Registrar (Paper Senate 2015/41)

Confirmed: The dates of terms for the 2017-2018 session (SM 1969 of 25 February 2015 refers).

Approved: The proposed dates of terms for the 2018-2019 session

Noted: (i) The provision dates of terms for the sessions 2019-2020 to 2025-2026

2066 Prizes and Medals Awarded

Considered: Recommendations concerning new prizes, as detailed in **Paper Senate/2015/42**.

Approved: The establishment of five new prizes as outlined in items A-E of the Senate's paper.

2067 Staff Matters

Received: A Note by the Provost (**Paper Senate/2015/43**).

2068 Appointment of External Examiners in 2015-16

Received: The names, affiliations and periods of tenure of external examiners for undergraduate degrees and Master's degrees in 2015-16 (**Paper Senate/2015/44**).

2069 Award of Degrees and Diplomas

Reported: That under the provisions of University of London Ordinance 9(2) and Imperial College London Ordinance B1(1), and with the terms of SM 8 of October 1998, that the Academic Registrar had acted on behalf of the Senate in approving the awards for candidates who have satisfied the examiners in the examination and satisfied all other necessary requirements for the award of the degrees, and that degrees had been conferred on these candidates, the date being as indicated on the award.

2070 Any Other Business

No other business was reported.

2071 Date of Next Meeting

Reported: The next meeting of the Senate would take place on Wednesday 11 May 2016, in Room G01, Royal School of Mines, starting at 3.00pm.