SPARC-Senate Joint Meeting

Minutes

28 February 2017

<u>Unreserved Business</u>

Professor Jenny Higham (Chair)
Dr Rachel Allen
Tanisha Amin
Nicola Arnold
Derek Bannister
Professor Dot Bennett
Corey Briffa
Dr Val Collington
Mark Cranmer
Caroline Davis
Professor Mark Fisher
Dr Julia Gale
Sarita Godber
Dr Taigang He
Dr Vanessa Ho
Professor Franklyn Howe
Dr Carwyn Hooper
Professor Jane Lindsay
Nick Lock
Dr David Lovell
Gill Mein
Dr Francesc Miralles
Dr Janette Myers
Katia Nesbitt
Dr Axel Nohturfft
Dean Pateman
Dr Aileen O'Brien
Paul Ratcliffe
Dr Anne-Marie Reid
Dr Suman Rice
Karen Roberts
Professor Jane Saffell
Professor Mary Sheppard
Professor Peter Whincup
Professor Guy Whitley

In attendance:
Derek Baldwinson
Dr Debasish Banerjee
Professor Giuseppe Rosano (for item 12)
John Taggart (for item 3)
Susan Trubshaw (minutes)

Apologies for absence: Professor Iain Beith, Professor Deborah Bowman, Dr John Hammond, Dr Marcus Jackson, Professor Andy Kent, Dr Julie Leeming, Professor Jodi Lindsay, Professor Iain MacPhee, Professor Julian Ma, Wilson Muleya, Dr Nadia Mantovani, Dr Barbara Philips, Georgina Sims, Dr Elena Sviderskaya, Pete Woodford.

1) **Minutes of the previous meeting**

Received and approved:

The unreserved minutes of the Senate meeting held on Tuesday 15th November 2016.

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2) **Matters arising from the minutes of the previous meeting not covered elsewhere on the agenda**

(a) **Strategic Plan (Minute 7)**

Reported:

That the Strategic plan would be completed by the end of April 2017.

(b) **Athena Swan (Minute 8)**

Reported:

That Professor Deborah Bowman, Dr Vanessa Ho and Mrs Sarita Godber were leading the work on the Athena Swan submission. A Working Group and Self-Assessment Group had been established with a broad membership at senior level drawn from across the organisation. In addition detailed feedback had been received from the Equality Challenge Unit on the previous application, and also from Stonewall on the recent application to the Employer's Index. There were a number of common themes that would need to be addressed.

It was noted that the NIHR had stated categorically that Athena Swan Silver status was required in order to apply for funding. The action plan to achieve silver status was being reviewed, and consideration was being given to silver applications from other Institutions, in order to capture areas of good practise that could be transferred to SGUL. It was noted that Athena Swan had to be considered in the context of the broader diversity and inclusion issues that SGUL would need to address, for example the attainment gap, disability and ethnicity.

(c) **Report to Council on the Student Academic Experience and Academic Standards (Minute 10)**

Reported:

That HEFCE expected governing bodies to provide assurances as to the quality of the student experience and on the standards of awards. To enable Council to provide these assurances, it had been provided with a report on SGUL's plans to improve the student experience and to secure academic standards. When it received the SGUL report in November 2016, it was deemed by Council to be sufficient to enable Council to provide the assurances required by HEFCE. However Council had requested a further (related to 2015-16) setting out SGUL's improvement plans. The Plan will be submitted to Council in June 2017.

It was proposed to submit a supplementary plan to Council at its meeting on 4 July 2017.

(d) **Honorary Appointments (Minute 23)**

Reported:

That it was reported with sadness that Dr Jan Poloniecki had died unexpectedly since the last meeting of Senate. It was noted that Dr Poloniecki would be a major loss to SGUL.

3) **Annual Report of the Counselling Service 2015-2016**

Received:

The Annual Report of the Counselling Service.

Reported:

Page 5 - That the number of clients seen in 2015-2016 numbered 417 which was a further increase over previous years. This amounted to 1817 contact hours.

Page 8 - The average number of sessions per client was between 2 and 6, with a very few being offered 12 sessions or more.

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Page 9 - That there had been an increase in the number of men accessing Counselling services in the past two years from 28% to 33%. Further work was being undertaken to encourage men to access the service when they have problems.

Page 13- That 52 client feedback forms have been received. It was noted that course inductions were important for publicising the Counselling Service.

Page 15 - That 73.08% of the respondents had felt that the Counselling sessions had helped them to do better on their course. 61% had felt that it had helped them to complete their course, and 96% would recommend the service to others.

Page 17 - That there had been many positive comments received. The negative comments were generally about physical arrangements (rooms and room bookings) rather than criticism of the service provided.

Page 24 - That, in summary it was important for students to be open about their feelings and have an ethos of self-awareness.

The Principal thanked Mr Taggart for his comprehensive report.

The following comments were noted:

(a) That there was some concern about Personal Tutors being involved in Counselling students as they had not been trained to undertake this role. There was also some concern, particularly for medical students, that talking to their Personal Tutor might impact on their future career.

(b) That the Psychiatrist was only on site for four hours a week and that referrals normally came from Occupational Health or the Counselling Service. The current waiting time was two weeks which compared favourably with other HEIs. There were no immediate plans to expand the service.

(c) That as many of the referrals had been as a result of information given during the first year induction programmes, it was suggested that it might be worthwhile repeating the talks to the final year students. This would be given further consideration by the Counselling service.

PAPER SENATE/2016-17/2/B

4) Strategic Plan

Received:

The Strategic Plan.

Reported:

That the plan had been through many iterations. Paul Ratcliffe, Chief Operating Officer, thanked Caroline Davis, Director of External Relations and Communications, and Professor Deborah Bowman, Deputy Principal, Institutional Affairs, for their contribution to distilling the many contributions to the Strategic Plan. Subsequently Mr Ewart Wooldridge, Independent Member of Council, had suggested the use of the word 'global' in the mission statement, and it had also been suggested that students should be mentioned earlier in the document.

It was also noted that an introduction and preamble would be included, which would make reference to the student body. In addition the underpinning operational plans would allow different points and issues to be emphasised.

The Principal thanked everyone who had contributed to the development of a very positive Strategic Plan.

PAPER SENATE/2016-17/2/C

5) Education Strategy and supporting strategies

Received:

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A paper and short presentation from Professor Jane Saffell, Deputy Principal (Education) on the outline Education Strategy. The Student Experience Action Plan prepared by Professor Deborah Bowman was also available to support the discussion.

Reported:

That it was noted that the full detail of the Education Strategy would be discussed at the Academic Forum meeting to be held on 10 March 2017. Subsequently the outline Education Strategy would be discussed at the Council Away Day on 21 April 2017, and a more detailed Education Strategy would be presented to Finance Committee in June 2017.

Within the Education Strategy there were five key domains which flowed from the overall strategy, and a range of underpinning themes had been identified. At the same time new governance structures for Education were being developed including curriculum development groups and advisory groups.

All members of Senate were encouraged to attend Academic Forum for a more in-depth discussion.

PAPER SENATE/2016-17/2/D

6) International (INTO) Medicine MBBS 2015–16

Received:

a) The GMC report on the International (INTO) Medicine MBBS (2015–16) and the SGUL response to the report.

PAPER SENATE/2016-17/2/E

b) The executive summary and recommendations arising from partnership review of Programmes provided by St George's and INTO University Partners.

Reported:

(a) That with regard to the GMC report on the International (INTO) Medicine (2015-2016) programme it was important that SGUL addressed the issues raised in the report. SGUL had responded, and subsequent correspondence had been received from the GMC clarifying their expectations and setting out deadlines.

(b) That under the Quality Assurance Agreement, 2011, Clause 2.2.1, SGUL was required to conduct a partnership review of its activities with INTO University Partnerships (INTO). Professor Deborah Bowman, Deputy Principal, Institutional Affairs, has undertaken the review at the request of the Principal.

The review had covered both difficulties and the positive aspects of the partnership and its programmes. On the basis of the evidence received, it was concluded that the partnership was affected by a wide range of problems encompassing matters of quality, educational and academic standards, the student experience, financial performance, legal and regulatory risks, reputation and stakeholder esteem and governance.

It was felt that this was one of SGUL's most pressing quality issues and that this was impacting on the students on the INTO programmes. SGUL was continuing its dialogue with INTO in order to address and resolve the issues highlighted by both the GMC and the Partnership Review.

The following points were noted:

(i) That SGUL was committed to the students on the INTO programmes and to ensuring that they had a good experience.

(ii) That the financial picture was particularly complicated and the matter was being discussed with Finance Committee to ensure that any resolution did not impact upon the financial sustainability of SGUL.

(iii) That the work being undertaken to address the problems and issues was acknowledged by Senate. It was reiterated that the primary concern were the students on the programmes, and in trying to ensure that they had an improved experience that met their expectations.

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PAPER SENATE/2016-17/2/F

7) **Student Support and Welfare**

Received:

A report from the Dr Aileen O'Brien, Dean for Students on student welfare and related procedural and policy matters.

Reported:

That there were a number of challenges with regard to student support and welfare. These included parity between support for undergraduate and postgraduate students, and capacity for dealing with both welfare and procedural casework. In addition the recruitment of Investigating Officers and the training of Personal Tutors were both current challenges.

PAPER SENATE/2016-17/2/G

8) **Technology Enhanced Learning (TEL)**

Received:

A report from Dr Anne-Marie Reid. Dean for Learning and Teaching, on new Teaching Enhanced Learning projects.

Reported:

<u>Canvas</u>

That it was expected that Canvas would be on-stream in September for new courses and revised courses. The technical work was developing with some integration with SITS. There would be demonstrations in March and also staff training events would be held. The SITS integrations was particularly challenging and would involve changes to current business processes, and also close liaison with Kingston University with regard to FHSCE students.

The first courses to go live would be BMS Year 1, MBBS4 Year 1, Physiotherapy, Radiography and Occupational Therapy.

<u>Panopto</u>

That with regard to the audio recording of lectures, the solution had been fully tested by ITAV, and recordings had been successfully uploaded and stored even when a subsequent lecture had started and the previous recording was still uploading. Currently live streaming was being piloted to see if there were any problems.

There would be a technical meeting in early March, after which it was hoped to have dates for a further roll-out. There would be a further briefing at Academic Forum on 10 March 2017 including discussion of a policy on the video recording of lectures.

APER SENATE/2016-17/2/H

9) **Teaching Excellence Framework**

Received:

For information a paper on the SGUL's entry in year 2 of the Teaching Excellence Framework and on future arrangements for TEF.

Reported:

That the Government had introduced the TEF in 2016 to recognise and reward excellent teaching. Senate previously endorsed SGUL's intention to enter the TEF in year 2 and an application was submitted in advance of the January 2017 deadline. The TEF outcomes are informed by metrics and by an Institution's provider submission. The TEF outcomes are gold, silver and bronze awards; SGUL's metrics suggest that it would achieve a bronze award. SGUL would be contacted in late May with the outcomes of the TEF year 2 process. Assessment results in TEF 2 were intended to be used by

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students applying in autumn 2017 and entering higher education in autumn 2018. TEF2 would also affect fees from autumn 2018.

The assessment process in year 3 would, as with year 2, be at provider level and is expected to follow the same broad framework as in year 2. In year 3, HEFCE would undertake a series of pilot assessments at disciplinary level for introduction in year 4. The feasibility of including postgraduate level courses was also being explored and these might also be included in year 4.

Discussions with regard to year 4 were underway, and there were a number of sector concerns with regard to TEF4 including the burden on institutions, and the relevance of TEF to prospective students.

SGUL would be carrying out its own internal lessons-learned exercise before TEF3 launched. SGUL's TEF2 award would last for three years, although it was open to SGUL to prepare a TEF3 submission to achieve a higher award. The TEF3 award would override the award made in TEF2 and last for a further three years. The decision to enter TEF3 would be determined by any improvement in metrics which would make it advantageous to do so.

PAPER SENATE/2016-17/2/I

10) Research Excellence Framework

Received:

The SGUL response to the consultation on the second Research Excellence Framework.

Reported:

Background

That a consultation had been issued on the second Research Excellence Framework (REF). The REF had built on the Research Assessment Exercise (RAE) and had added several new features including the assessment of research impact. A review of the REF was conducted by Lord Nicholas Stern. The review considered that a substantial reinvention of the REF would increase uncertainty, workload and burden at a challenging time in UK higher education. It agreed that the processes used to assess research excellence, including measures of output, impact and environment, were well understood by the community and had, broadly speaking, delivered well in their objective of improving quality.

SGUL Response

A small working group had been established to consider the consultation which consisted of 44 questions. Some of the proposed changes would be beneficial to SGUL, such as the inclusion of all research staff, a reduced number of outputs, and the wider definition of impact. Some were less beneficial such as a multi-disciplinary impact case, where multi-faculty institutions would have an advantage.

Professor Mark Fisher, Deputy Principal, Research would be presenting at the next 'Meet the Principal' event, and he would make a further presentation on the REF consultation. The response deadline was 17 March 2017.

Agreed:

That any further comments on the return should be made to Professor Fisher as soon as possible.

Action: All

PAPER SENATE/2016-17/2/J

11) Report from the Quality Assurance and Enhancement Committee

Received:

A report from the Quality Assurance and Enhancement Committee.

Reported:

CONFIRMED

That a QAEC sub-group had been established to tackle student concerns and the concerns of the GMC with regard to the INTO Medicine. The sub-group had met on two occasions and would be reporting back to QAEC at its next meeting in March 2017.

PAPER SENATE/2016-17/2/K

12) MSc in Heart Failure

Received:

The initial proposal form for the MSc Heart Failure.

Reported:

(a) That the MSc would also be offered as a PG Certificate and Diploma.

(b) That currently there were no other similar programmes being offered in the UK dedicated to Heart Failure.

(c) That the programme was designed to attract UK, EU and International students.

(d) That it was expected that there would be 15 students in the first cohort, but further consideration would be given to the sensitivity analysis.

(e) That the Masters degree will integrate with other PG degrees at SGUL, and included modules from the Common Postgraduate Framework (CPF).

(f) That it was felt there was demand for this type of programme, as a similar course offered by the ESC had developed a postgraduate course held in Zurich every other year at 40,000 CHF/year (£28,000) had received 140 applications for 30 places.

In general there was support for the programme, although it was noted that there was further work to be undertaken to progress to the next stage of development.

Agreed:

That initial approval was given for the programme.

Action: Professor Giuseppe Rosano/Dr Robin Ray/Derek Baldwinson (to advise on next steps)

PAPER SENATE/2016-17/2/L

13) International MBBS

Received:

A report of the clinical site visit to the Joan C. Edwards School of Medicine, Marshall University, Huntington, West Virginia.

PAPER SENATE/2016-17/2/M

14) BSc Occupational Therapy

Received and approved:

The report of the validation of the BSc Occupational Therapy programme and the recommendations of the validation panel.

PAPER SENATE/2016-17/2/N

15) Actions taken by the Chair

Noted:

The decisions taken on behalf of Senate by the chair since last meeting of Senate.

PAPER SENATE/2016-17/2/O

16) External Examiners

Approved:

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The appointment of the following external examiners:

Nominee	Programme and Section of Course	Appointment to commence
Gemma Howlett (University of Worcester)	BSc Paramedic Science	2016/17
Tom Davidson (University of Cumbria)	BSc Paramedic Science	2016/17

17) Minutes of Senate Sub-Committees*

Noted:

That minutes of the following Senate sub-committees were available on request:

a) Information Strategy Committee:
b) Quality Assurance and Enhancement Committee
c) Research Degrees Committee (unreserved)
d) Strategy, Planning and Resources Committee
e) Taught Postgraduate Courses Committee
f) Research Strategy Committee
g) Student Support and Welfare Committee
h) Undergraduate Medicine and Bioscience Education Committee

18) Any other business

There was no other business.

19) Dates of meetings in 2016-2017

All meetings are from 2.00 – 4.00 pm in H2.5
Tuesday 6 June 2017
Tuesday 11 July 2017 (Joint meeting with SPARC H2.5 and H2.6)

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