



Senate

Tuesday 26 February 2019

Minutes

Present: Professor Jenny Higham (Chair), Dr Rachel Allen, Professor Dot Bennett, Professor Deborah Bowman, Professor Judith Cartwright, Dr David Clark, Professor Kathy Curtis, Professor Roberto Di Napoli, Dr Kate Everett, Professor Jon Friedland, Muhammad Omar Hijazi, Dr Vanessa Ho, Dr Omar Janneh, Professor Andrew Kent, Angela Kubacki, Jenny Laws, Professor Jodi Lindsay, Dr Rosie MacLachlan, Dr Godfrina McKoy, Dr Janette Myers, Dr Aileen O'Brien, Dr Linda Perkins-Porras, Amy Perrott, Dr Samira Saadoun, Georgina Sims, Dr Laura Southgate, Dr Nazira Sumar, Professor Guy Whitley.

In attendance: Derek Baldwinson, Sue David, Sian Marshall, Paul Ratcliffe, Susan Trubshaw.

Apologies: Professor Iain Beith, Dr Rob Churm, Dr Julia Gale, Dr John Hammond, Professor Cilla Harries, Dr Taigang He, Dr Marcus Jackson, Yasmin Ahmad Jauhari, Professor Jane Lindsay, Professor Iain MacPhee, Gill Mein, Annabel Strachan, Dr Elena Sviderskaya, Professor Peter Whincup.

24. Minutes

Considered and approved:

The minutes of the meeting held on Thursday 8 November 2018.

Reported:

Professor Cilla Harries' title was Associate Dean for Research and Enterprise.

Paper Senate/2018-19/2/A

25. Matters arising from the minutes of the previous meeting not covered elsewhere on the agenda

(i) Minute 2: Senate Membership

Reported:

The Chair had determined that a postdoc should be nominated to Senate to fill the research staff member category and Dr David Clark from the Infection and Immunity Research Institute had agreed to join Senate for an initial term of one year.

(ii) Minute 7iii: St George's Education Excellence Awards

Reported:

The revised proposal was circulated to Senate electronically following the meeting and was approved by chair's action on 21 November 2018.

(iii) Minute 8: Annual Report of the Counselling Service

Reported:

The Head of the Counselling Service would review the numbers of students accessing the service on a twice yearly basis going forward. This data and any specific concerns about high

representation from individual programmes would be reported to the Dean for Students and programme teams, as appropriate.

(iv) Minute 14: Honorary Appointments for UNic Staff

Received:

An oral update from the Director of Quality and Partnerships.

Reported:

Access to Canvas by UNic honorary staff remained an issue, which staff in the Quality and Partnerships Directorate, Information Services and HR were working to resolve.

Research

26. Research Excellence Framework (REF)

Received and considered:

The draft REF Code of Practice.

Reported:

The Code of Practice set out St George's approach to REF, including the criteria for submission of staff and research papers and was required for submission to REF in June 2019. Preparation of the Code of Practice had been overseen by the REF Steering Group, chaired by the Academic Lead for REF, Professor Jodi Lindsay. A staff consultation had been held from 29 January to 28 February 2019. The feedback received from staff and from Senate would be discussed at the REF Steering Committee on 14 March 2019.

Membership of a research institute would be one of the criteria for submission to REF. A procedure had been developed to enable academic staff to apply for joint membership of another institute.

Paper Senate/2018-19/2/B

27. Research Committee

Received and considered:

A report from the Research Committee.

Reported:

The Research Committee had been introduced in place of the Research Strategy Committee and the Research Operations Group in order to remove duplication and to streamline the governance arrangements for research. The Committee had discussed in detail the governance arrangements for health and safety following the HSE visit earlier in the year and had agreed that a working group would be established to consider the appropriate structures that should be in place within each of the institutes.

Paper Senate/2018-19/2/C

Education and the Student Experience

28. Access and Participation

Received and considered:

A presentation from the Associate Dean (Access and Participation) on the development of the Access and Participation Strategy and Plan 2020-21 to 2024-25.

Reported:

- a) Previously Higher Education Providers who wished to charge a higher fee rate for undergraduate programmes were required to submit annual Access Agreement plans and

monitoring returns to the Office for Fair Access (OFFA) for approval. Since April 2018, OFFA's responsibilities had been taken over by the Office for Students (OfS).

- b) Following the submission and approval of SGUL's application for Registration with the OfS, SGUL had been notified that under Condition A1: Access and Participation Plan it would be subject to enhanced monitoring. SGUL had recognised that its performance in a number of areas of access and participation had fallen short in recent years, both against sector-wide expectations, and against SGUL's own targets. Failure to meet the targets agreed with OfS had now been identified as a significant risk for SGUL.
- c) As a result of this risk a number of actions had been identified to mitigate the risk, including the establishment of an Access and Participation Group (APSG), chaired by the Chief Operating Officer. The APSG had developed an action plan for 2018-2019 to assist SGUL in meeting its commitments, and to oversee a project to develop a new long-term strategy for access and participation. This work would inform the development of the new Access and Participation Plan. The deadline for the 2019 submission was 31 May 2019. Senate would receive a copy of the draft plan prior to its submission.
- d) It was hoped that the new approach to Access and Participation would eventually lift the enhanced monitoring condition noted at (b) above. The guidance had not yet been published for the submission of the Access and Participation Plan, but was expected during the current week. Current work was being undertaken on the basis of assumptions at this stage. It was expected that there would be set targets to meet, and that HEIs would be able to add their own targets.
- e) The OfS had launched a funding round for bids in relation to Access and Participation and the FHSCE was developing a bid for Therapeutic Radiography and learning disability nursing.

29. Welfare and Pastoral Support at SGUL

Received and considered:

A report from the Dean for Students.

Reported:

- a) A bid had been submitted to the OfS for funding to improve mental health support in partnership with Student Minds. If successful, the bid would fund the development of a peer-to-peer support project, both face-to-face and online hosted in Canvas and moderated by staff. The outcome would not be known until April but it was hoped that some of the planned activity would be taken forward in the event of the bid being unsuccessful.
- b) The Students' Union had recently appointed an Education and Welfare Support Officer to support the Vice-President (Education) in her work in supporting students. The Students' Union was also looking into at renovating and better publicising the postgraduate centre to students.
- c) Discussions were underway regarding the restructuring of provision across SGUL into a Student Support and Welfare Unit to improve the governance of student welfare and support.
- d) Considerable work had been undertaken to improve the personal tutor system for undergraduate students including a pilot of the online personal tutor system for a small number of courses. The next phase of the project would be to roll out the system to other courses. Members noted the importance of the support provided to students by postgraduate coordinators but acknowledged the need to formalise personal tutor support for both postgraduate taught and research students as current provision was often ad hoc and varied by programme. The Dean for Students had discussed the matter with the Head of the Graduate School and options for introducing a PG personal tutor system were being considered.

30. International Education Report

Received and considered:

A report from the Dean for International Education.

Reported:

A GMC visit had been held on 25 February 2019 in relation to the International MBBS programme. A further visit would be held during the current academic year to follow up on a number of issues, including student engagement. Students had been informed that the number of placement options had been reduced and the GMC was interested in understanding more about how this issue would be managed.

Paper Senate/2018-19/2/E

31. Education and Student Strategy Committee

Received and considered:

A report from the Education and Student Strategy Committee.

Reported:

- a) Two new programmes had been granted early strategic approval, which would enable the proposals to progress to the curriculum and business case development phase. The PG Certificate in Healthcare Research Skills and Methods would be aimed at pre-doctoral level clinicians, dentists and allied health professionals and is being developed under the auspices of the St George's Academic Training Centre. The MA in Healthcare and Biomedical Education would provide educational development opportunities for St George's staff in line with the Strategic Plan.
- b) Following a re-accreditation visit from the Institute of Biomedical Science (IBMS), the IBMS had decided not to re-accredit the BSc/MSci Biomedical Science. This decision was not expected to impact current students or recruitment as only a very small number of graduates go on to a career in the NHS. SGUL had agreed to pay for students to undertake additional study, if required. A letter had been sent to the IBMS to challenge this decision.
- c) The Committee had also reviewed the student recruitment targets for 2020-21 to 2021-22 and received updates on activity aimed at improving the student experience, student development and the Teaching Excellence Framework (TEF).

Paper Senate/2018-19/2/F

Quality and Partnerships

32. Academic Quality

Received and considered:

- (i) A report from the Quality Assurance and Enhancement Committee (QAEC).

Reported:

- a) SGUL had been provided with data on degree classifications by the OfS, which identified the increase in the number of good degrees (1st and 2:1 degrees) as 18.5%, of which 9.4% was 'unexplained', compared to a sector increase of 10.9%, of which 11.6% was 'unexplained'. Course directors had been asked to identify the reasons for these increases, which QAEC would consider at its meeting in March. The OfS had not yet indicated how, if at all, institutions will be required to explain or address these increases.
- b) It had been challenging for QAEC to track the progress of programme teams in responding to External Examiner reports as no evidence had been provided to QAEC that responses had been sent out. This issue was being followed up with Registry. In their reports, External Examiners had commented positively on assessment practices at SGUL.
- c) The report on student procedures had highlighted that the volume of cases remained high and that many were of a particularly complex or sensitive nature. The provision within the regulations for students on the Diploma/BSc Healthcare Practice programme to apply on multiple occasions for a final, discretionary attempt had led to a very high number of students applying to Discretionary Panels. This matter was being reviewed.

- d) The report identified an ongoing issue in relation to the quality and completeness of student records to support student casework. Members supported the development of a policy on maintaining and disposing of student records by the Academic Registrar.

Agreed:

Guidance should be provided to staff and students on the expected use of SGUL email addresses for correspondence in order to ensure that appropriate records could be maintained.

Action: Chief Operating Officer

The progression data on page 162 would be checked as one of the FHSCE programmes was listed as having 104 per cent progression.

Action: Dean for FHSCE

Paper Senate/2018-19/2/G

Received and noted:

- (ii) A report on the continuous improvement of the student academic experience and student outcomes that was presented to Council at the meeting on 20 November 2018.

Reported:

Actions agreed through annual programme monitoring were incorporated within programme-level reports and action plans that were monitored by the appropriate monitoring committee.

Paper Senate/2018-19/2/H

33. Faculty of Health, Social Care and Education (FHSCE)

Received and considered:

A report from the Dean of the Faculty.

Reported:

- (i) The official opening of the radiography simulation suite had been held in December 2018.
- (ii) Professor Vari Drennan, Professor of Health Care and Policy Research, had had a paper published in the BMJ Open in February, which demonstrated the positive impact of physician associates within a hospital setting on service and patients. The paper had attracted a comment from the Minister of State for Health, Stephen Hammond.
- (iii) Professor Mike Hurley's work on ESCAPE-pain had been included in the NHS ten year plan, which was commended.

Paper Senate/2018-19/2/I

Matters for Approval

34. *Board of Examiner Membership

Considered and approved:

- (i) The appointment of new external examiners and extensions to terms of office.

Paper Senate/2018-19/2/J

- (ii) The appointment of new members of the Boards of Examiners.

Paper Senate/2018-19/2/K

Matters for Report

35. Brexit

Received and noted:

A report on the risks and opportunities associated with Brexit. The Chair thanked Amy Maddin for preparing the informative report.

36. University Title

Received and noted:

A report on progress with the application for University Title.

37. Periodic Review Reports

Received and noted:

A report of the periodic review of the International MBBS programme.

38. Validation Reports

Received and noted:

The validation report for the BSc Clinical Pharmacology.

39. Student Recruitment Targets

Received and noted:

The agreed student recruitment targets for 2019-2021.

40. Actions taken by the Chair

Received and noted:

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

41. Minutes of Senate Sub-Committees

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

- a) Quality Assurance and Enhancement Committee
- b) Research Degrees Committee (unreserved)
- c) Research Committee
- d) Student Support and Welfare Committee
- e) Taught Postgraduate Courses Committee
- f) Undergraduate Medicine and Bioscience Education Committee

42. Dates of meetings in 2018-19

Senate will be held from 2:00–4:00pm on the following dates:

04 June 2019

09 July 2019 – Joint with Executive Board

All meetings will be held in rooms H2.5 and H2.6 unless otherwise notified.