



# Senate

Thursday 8 November 2018

## Minutes

Present: Professor Jenny Higham (Chair), Dr Rachel Allen, Professor Iain Beith, Professor Dot Bennett, Professor Deborah Bowman, Rob Churm, Professor Kathy Curtis, Professor Jon Friedland, Dr John Hammond, Dr Taigang He, Dr Vanessa Ho, Dr Omar Janneh, Professor Jane Lindsay, Dr Godfrina McKoy, Dr Linda Perkins-Porras, Dr Samira Saadoun, Professor Jane Saffell, Professor Mary Sheppard, Dr Laura Southgate, Annabel Strachan, Dr Nazira Sumar, Professor Guy Whitley.

In attendance: Derek Baldwinson, Sue David, Professor Jodi Lindsay [minute 6 only], Sian Marshall, Paul Ratcliffe, John Taggart [minute 8 only], Jenny Winters [minute 14 only].

Apologies: Professor Judith Cartwright, Dr Kate Everett, Prof Cilla Harries, Dr Marcus Jackson, Yasmin Ahmad Jauhari, Professor Andy Kent, Angela Kubacki, Jenny Laws, Prof Iain MacPhee, Gill Mein, Dr Janette Myers, Dr Aileen O'Brien, Amy Perrott, Susan Trubshaw, Prof Peter Whincup.

### 1. Introductions and welcome to new members of Senate

The Chair welcomed the new members to their first meeting of Senate.

### 2. The Powers and Responsibilities of Senate and its Membership

Received and considered:

The Powers and Responsibilities of Senate and its Membership for 2018-19.

Paper Senate/2018-19/1/A

Reported:

There were vacancies remaining for one member of academic staff, one member of research staff and one student representative. The membership requirements would be reviewed to determine which staff would be eligible for the research staff membership category.

**Action: Clerk to Senate**

### 3. Minutes

Considered and approved:

The minutes of the meeting held on Tuesday 5 June 2018.

Paper Senate/2018-19/1/B

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

Minute 2(a): Chair of Academic Forum

Reported:

Two nominations had been received for the position. An election was being held from 5-19 November 2018.

## 5. Minutes of the SPARC-Senate meeting

Received and noted:

The unreserved minutes of the SPARC-Senate meeting held on 10 July 2018.

Paper Senate/2018-19/1/C

## Research

### 6. Research Excellence Framework (REF)

Received and considered:

An oral report from Professor Jodi Lindsay, REF Lead, on preparations for the next REF.

Reported:

- a) Preparations were underway for REF2021 for submission in November 2020. The institution had to prepare a code of practice on how to identify staff with significant responsibility for research and to determine who is an independent researcher; and the selection of outputs. This would need to be submitted to the REF team in June 2019.
- b) The REF Strategy Group had proposed that academic staff who were members of a research institute would be submitted to the REF. This would align to the institution's strategy of ensuring research active staff were linked to a research institute.
- c) A new procedure was being introduced to enable staff in IMBE to hold joint membership of a research institute. Applications would be submitted annually with decisions made by the Institute Director.
- d) Members acknowledged that it was important to ensure that an open and flexible process is in place for identifying staff for submission to REF, which takes account of individual staff contributions and provides an opportunity for staff to engage in constructive discussion.
- e) Senate would consider a paper on the REF code of practice at its meeting in February 2019.

Agreed:

A range of opportunities should be provided to staff ahead of the meeting in February to comment on the REF code of practice, including a presentation at an open meeting, which could be recorded for staff unable to attend, and an invitation to provide written feedback.

**Action: REF Lead**

## Education and the Student Experience

### 7. Teaching Excellence and Student Satisfaction

Received and noted:

- i) An analysis of the NSS/SES results.

Paper Senate/2018-19/1/D

Received and considered:

- ii) A report on the Teaching Excellence Framework (TEF) and student satisfaction activities at SGUL.

Paper Senate/2018-19/1/E

Reported:

- a) The report had been provided to the Council to provide an update on progress with improving the experience of students at St George's and the work towards a silver TEF submission.
- b) The TEF Steering Group had agreed that St George's would not enter TEF4 (submission in January 2019) and would instead submit to TEF5 (submission between January 2020 and January 2021), which would be the first iteration of subject-level TEF. The outcome of TEF5

would be known in spring 2021. The TEF task and finish group and sub-groups would be working on the 11 TEF areas, including with staff to identify case studies to be showcased on the St George's website.

- c) The report focused on student satisfaction of all students rather than the National Student Survey (NSS), which related only to undergraduate students. The role of Associate Dean for Student Experience had been created and was Chair of the Student Experience Action Group.
- d) There were challenges within the Faculty of Health, Social Care and Education (FHSCE) to understand the drop in NSS scores in some areas and to identify who would be responsible for making improvements as the responsibility for improvements in relation to organisation and management would likely sit with a number of teams across the institution. It was noted that seeking feedback from students via the Staff-Student Liaison Committees (SSLCs) was key in understanding the issues that needed to be addressed. The new Director of Education Operations due to start in IMBE later in the month would be responsible for working with staff across the institution to address student concerns.

iii) A proposal to introduce St George's Teaching Excellence Awards.

Paper Senate/2018-19/1/F

Reported:

- a) It was important to ensure that student feedback was incorporated in the awards process. Each nomination would require two student endorsements to be submitted. It was suggested that student representation on the selection panel could be expanded to include the Students' Union (SU) Representation Officers. Consideration would need to be given to ensure that staff did not ask for endorsements from students for whom they were marking assessments.
- b) The inclusion of Professional Services staff in the eligibility criteria for the awards was welcomed. This would need to be clearly communicated to staff to ensure an appropriate breadth of applications.
- c) Successful applicants would be supported to apply for the National Teaching Fellowship scheme with Advanced HE. It was noted that it would be important to share best practice and to encourage staff to support others in applying for the awards. It was suggested that it may be beneficial to introduce an additional category of awards after the scheme had been in operation for a number of years to reward staff who have made a sustained contribution.

Agreed:

- d) The application form and guidance would need to be reviewed to ensure the relevance of all sections to Professional Services staff and to clarify that support would be provided to staff in preparing their applications. Members should submit further comments on the paper to Dr Saranne Weller directly.
- e) The proposal would be amended to clarify the period of time after which a successful applicant was eligible to apply again for the awards. It was acknowledged that it was desirable for as many staff as possible to receive awards and that a period of five years was appropriate.
- f) Given the timescale for introducing the awards during the current year, the proposal would be amended and recirculated to Senate members for comment. The Chair would then take chair's action on the proposal.

**Action: Deputy Principal (Education), Senate Members**

## 8. Student Welfare and Support

Received and considered:

The annual report of the Counselling Service.

Paper Senate/2018-19/1/G

Reported:

- a) During 2017-18 there was an increase in the number of staff and students supported by the Counselling Service in comparison to previous years. In addition, staff carried out a range of other

activities including student talks and contribution to the curriculum. Despite the increase in clients, staff and students had given positive feedback on the short waiting times and on the service overall.

- b) Discussions about moving the location of the Counselling Service had been ongoing for some time, including plans to create a waiting room. There was feedback from staff and students that this would be a welcome improvement.
- c) A new counsellor had been appointed with experience in mindfulness and mindfulness CBT, which was an important addition to existing provision.
- d) Senate members welcomed the report and acknowledged the important role the Counselling Service played in supporting both staff and students. The Universities and Science Minister, Sam Gyimah, had written to all university leaders emphasising the need for action to address the rising number of students requiring mental health support.
- e) The Dean for Students planned to bring a paper to the next meeting of Senate on student support and welfare provision. A bid to the OfS would also be made as part of the Challenge Competition aimed at improving mental health outcomes for students.
- f) Around 20% of students using the service had provided feedback on their experiences via an annual feedback form. This response rate was comparable to previous years.
- g) It was noted that there had been a large increase in the number of students from two programmes accessing the Counselling Service, which might benefit from further investigation.

Agreed:

- h) The introduction of a mechanism for reporting concerns to programme teams or senior staff would be considered.

**Action: Head of the Counselling Service**

**9. International Education Report**

Received and considered:

A report from the Dean for International Education.

Paper Senate/2018-19/1/H

**10. Education and Student Strategy Committee**

Received and considered:

- i) The Minutes of the Education and Student Strategy Committee held on 12 October 2018.  
Paper Senate/2018-19/1/I
- ii) An oral report on any matters arising from the Education and Student Strategy Committee from Professor Jane Saffell, Deputy Principal (Education).

Reported:

- a) Early strategic approval for the iBSc and MSc in Health Humanities had not been granted with a recommendation made that the programme team consider developing a number of short courses and individual modules for inclusion in the iBSc year. This had highlighted the importance of bringing proposals to the Committee at an early stage.
- b) The Assistant Registrar (Timetabling) had been working to streamline the timetabling process and to minimise changes. This work was extremely important given the impact on the student experience. It was understood that over 900 changes had been made to the timetable already this year, which was unacceptable. There was also a need to ensure that changes were effectively communicated to staff, particularly where there were justifiable reasons.
- c) Dr Rosie MacLachlan had been appointed as Associate Dean for Access and Participation. The post would play a key role in developing St George's strategy in this area and ensuring

appropriate mechanisms were in place to meet the OfS enhanced monitoring requirements in relation to access and participation.

- d) The Director of Information Services reported that a review of SITS had been conducted by an external consultant from Tribal and a 109 page report had been provided. Work was underway to review the recommendations made and agree which would be taken forward as part of the project to review and improve the configuration of SITS. It was anticipated that this initial review would take six months. A case had been put to the Resourcing Review Committee for a Corporate Data Analyst to review and improve the quality of data held and to establish verification checks. A number of bids would also need to be made to take forward other projects arising from the review.

## Quality

### 11. Report from the Quality Assurance and Enhancement Committee

Received and considered:

A report from the Quality Assurance and Enhancement Committee.

Paper Senate/2018-19/1/J

Reported:

- a) A validation event had been held earlier in the week for the BSc Clinical Pharmacology, which was approved. The externals who had participated in the event had commented on the innovative nature of the programme and the clear gap in the market that it would fill.
- b) Senate was required to provide a report to Council on the student academic experience, outcomes and the standards of awards to enable Council to provide an assurance statement to the OfS as part of the Annual Accountability Return. Due to the timing of the report, it had not been possible to provide a copy to Senate in advance. Senate would receive the report at its next meeting.

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

Received and considered:

A report from the Dean of the Faculty on current issues and priorities.

Paper Senate/2018-19/1/K

Reported:

- a) The aggregation of the NSS overall satisfaction scores for Nursing and Midwifery disguised the discrepancy in scores between the two programmes with the score for Nursing in the high 80s and Midwifery in the 60s. The Midwifery programme was a Kingston University-led programme based at St George's and students had provided feedback that they lacked a sense of identity with either institution.
- b) There had been a number of issues relating to Clearing which had affected recruitment to Occupational Therapy, Paramedic Science and Therapeutic Radiography. The decision had been made to over recruit to a number of other programmes to offset this under recruitment. Nursing had recruited well against target but the target has been reduced based on previous years. The appointment of Professor Cilla Harries as Associate Dean for Research and Enterprise would bring experience in international recruitment and FHSCE may consider revising recruitment targets in-year.
- c) Work was ongoing to review the mechanisms for invoicing within FHSCE. With the removal of bursaries for FHSCE programmes, there was also a need to review the financial arrangements.

Agreed:

There were some inaccuracies in the FHSCE recruitment data that would be corrected and recirculated to Senate following the meeting.

**Action: Head of School of Allied Health, Midwifery and Social Care, Clerk to Senate**

## Matters for Approval

### 13. Programme Regulations

Considered and approved:

Amendments to Regulations for the MSc Genomic Medicine.

Paper Senate/2018-19/1/L

### 14. Honorary Appointments

Considered and approved:

- i) The guidance and procedures for honorary appointments and attachments.

Paper Senate/2018-19/1/M

Reported:

The procedures had been considered at the joint SPARC-Senate meeting in July 2018 and a number of amendments had been made in relation to the types of honorary appointments that could be awarded.

Agreed:

Further discussion would be required as to how to implement the procedures for staff associated with the University of Nicosia.

**Action: Acting Director of HR, Director of Quality and Partnerships**

Reported:

- ii) Council approved the award of the honorary title of Emeritus Professor to Professor Alan John Camm, Professor of Clinical Cardiology, to be held in the Molecular and Clinical Sciences Research Institute with effect from 1 November 2018.

### 15. Board of Examiner Membership

Considered and approved:

The appointment of new members of the Boards of Examiners.

Paper Senate/2018-19/1/N

## Matters for Report

### 16. Office for Students (OfS)

Received and noted:

The outcome of St George's application for registration with the Office for Students and summary of the enhanced monitoring of the 2019.20 Access and Participation Plan.

Paper Senate/2018-19/1/O

### 17. Constitutional Reform and University Title

Received and noted:

A report on progress of the University of London Bill and the application for University Title.

Paper Senate/2018-19/1/P

### 18. Validation reports

Received and noted:

The validation report for the MRes Translational Medicine.

Paper Senate/2018-19/1/Q

## 19. Actions taken by the Chair

Received and noted:

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

Paper Senate/2018-19/1/R

## 20. Student Cases

Reported:

- a) A Student Appeals Committee was convened to consider an appeal against the decision of a Discretionary Panel to terminate the registration of a student enrolled on the MBBS programme: the Committee upheld the appeal and determined the student should be permitted a third and final attempt at the assessment;
- b) One student appeal was referred to the Chair of Council who determined a Student Appeals Committee should be convened to consider the appeal against the decision of the Discretionary Panel. A second case has been referred to the Deputy Chair (acting on behalf of the Chair);
- c) A Fitness to Study and Practise Hearing Committee was convened to consider the case of a student enrolled on the MSc Physician Associate programme and determined that the student should repeat the second year of the programme under specified conditions;
- d) A student on the BSc Biomedical Science Programme was considered under the Student Disciplinary Procedure. The student received a formal written admonishment for breaching SGUL regulations on misconduct and a formal written warning.

## 21. Minutes of Senate Sub-Committees

Noted:

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 Strategy Committee
- d) Student Support and Welfare Committee
- e) Taught Postgraduate Courses Committee
- f) Undergraduate Medicine and Bioscience Education Committee

## 22. Any other business

There was no other business.

## 23. Dates of meetings in 2018-19

26 February 2019  
04 June 2019  
09 July 2019

SM / 12 November 2018