



## MINUTES OF THE MEETING OF SENATE

Held on Wednesday 22<sup>nd</sup> June 2016

For a record of apologies and absences, please see the attached list.

The Vice-Chancellor welcomed Senators to the meeting, in particular, Emily Horsfall, Jeff Wiltshire and Megan Harrison from KeeleSU and Ieuan Smith from the KPA who were attending their first meeting. Thanks were also noted to those for whom this was their last Senate meeting, Professor Lindsay Bashford, Dr Cath Bucher, Jo Lea and Jon Granger.

### 74. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 75. MINUTES AND ACTIONS

(a) Minutes

The minutes of the meeting held on 9<sup>th</sup> March 2016 were approved as an accurate record.

(b) Actions List

Senate received and noted the actions list that detailed the progress of the actions that were agreed at previous meetings.

### 76. MATTERS ARISING

- (a) Security Sensitive Data – Following discussion at the last meeting, Ms Lowe confirmed that undergraduate student projects involving research related to security sensitive information could fall within the process for recording security sensitive information which was discussed on 9<sup>th</sup> March and that Schools could contact Academic Legal Services if they had undergraduate courses which might involve this type of research.

## A POLICY AND STRATEGY ISSUES

### A77. VICE-CHANCELLOR'S REPORT TO SENATE

The Vice-Chancellor summarised his report and highlighted that the Higher Education Bill continued to move forward, with a more detailed picture appearing of the new provisions and the role of the Office for Students and the UK Research and Innovation body.

Thanks were noted to all staff who had participated in the recent Open Day and the Vice-Chancellor encouraged staff to participate in the forthcoming graduation ceremonies wherever possible.

The Vice-Chancellor also highlighted to Senators that HEFCE was seeking to appoint members and assessors to review submissions to the Year two TEF and encouraged participation in this process.

Finally, the Vice-Chancellor highlighted that the Senior Management Group had been renamed for the forthcoming academic year and would be known as the University Leadership Group in future.

#### A78. STUDENT OFFICER REPORTS

(a) Report of the President of Keele Students' Union (KeeleSU)

Ms Lea presented the report on behalf of KeeleSU and confirmed that, since the paper was produced there had been a change in the Elected Officer team, following the resignation of Nick Reeves as VP AU and Sport / AU Officer (Elect).

Recent highlights for KeeleSU included the Jailbreak event which had been very well received by students and several successful award ceremonies for different activities and groups. Developments within the StARs scheme were noted, following significant work throughout the year. It was also confirmed that, since submission of the paper, the Raise and Give (RAG) total had surpassed £60K, the highest total ever reflecting significant activity throughout the year.

(b) Report of the President of Keele Postgraduate Association (KPA)

Mr Granger presented his report and summarised the activities of the Committee throughout the last year including restructuring of the Committee and redesign of the bursary scheme. Thanks were noted to University staff and students who had supported the KPA through these processes.

It was highlighted that the recent Tedx event had been very successful and had received excellent feedback. The KPA were now planning for welcome week activities. Priorities for the Association in the coming year were noted including continued development of the Bursary scheme, introduction of a newsletter and refreshing the events calendar to help promote activities. A conference was also being planned, details of which would be shared in due course.

#### A79. LEARNING AND TEACHING STRATEGY

Professor Cownie presented the paper and drew Senators' attention to the main points as summarised on the cover sheet.

Discussion on the information technology requirements of some areas of the Strategy took place. It was highlighted that there was a section relevant to IT considerations and also that there was a separate Learning Technology Strategy being developed which would pick up these areas in more detail.

Senate **resolved:**

**That** the Strategy be **approved**.

#### A80. INTERNATIONAL STRATEGY 2016-2020

Professor Luther presented the paper and confirmed that the Strategy had been developed to address the areas of the internationalisation agenda where it had been identified that development was required.

Discussion followed on whether it was appropriate for the Strategy to include internationalisation of the curriculum. It was confirmed that this matter had been discussed in the working group but

the purpose of the Strategy was to embed internationalisation throughout the University rather than to focus on specific areas. It was highlighted that the Teaching and Learning Strategy referred to the internationalisation of the curriculum in section 5.2 and that wording to highlight the link between the two Strategies should be considered. It was further noted that both the Learning and Teaching Strategy and the International Strategy were high level documents, from which more specific action plans would be developed to realise the aims.

**Action- Professor Luther / Professor Cownie**

Senate **resolved:**

**That** the Strategy be **approved**.

#### A81. STUDY ABROAD REVIEW REPORT

Professor Luther presented the report and highlighted that the key recommendations for discussion were summarised on the cover sheet. Key considerations for the review had been around quality assurance measures and simplifying of both administrative procedures and the offering itself to make it clearer to market to students.

Senators welcomed the broadening of opportunities but questioned whether consideration had been given to bursary schemes to support students wishing to participate. This was noted as an important point that was not within the scope of the review but was relevant to ongoing discussions around Widening Participation and would be taken forward.

**Action- Professor Luther**

Following discussion, the structure of the International Year, to ensure students returning to Keele to complete their final year were not disadvantaged, was clarified.

Ms Lea requested that future consideration be given to allowing students to take up the International Year option later. This was noted, however, it was acknowledged that facilitating this would present a logistical challenge.

Senate **resolved:**

**That** the Report be **approved**.

#### A82. ADMISSIONS UPDATE

The Deputy Vice-Chancellor & Provost presented the report and highlighted the challenging recruitment environment given the removal of the recruitment cap.

It was confirmed that the overall number of applications by the 15 January deadline was down by 0.98%. In terms of international applications, the UK continued to be disadvantaged by national policy, which highlighted the importance of the International Strategy to underpin the University's ambitions in this area. The increased number of Postgraduate applications was welcomed and reflected the work across the institution and input from the KPA in this area.

It was emphasised that removal of the recruitment cap presented a significant opportunity for the University to recruit more high quality applicants, a reduced dependence on clearing to fill places and the opportunity to fix the number of Foundation Year places earlier in the cycle. The Foundation Year was noted as a key way to attract students who aspire to come to Keele but do not meet the tariff requirement. It was also noted that there had been slightly fewer Unconditional Offers made and that these offers were made to high quality, high tariff students.

It was confirmed that, in response to the request from Senate at the last meeting, a more detailed presentation of statistics by discipline area had been included in the report. The targets listed

reflected budgeted targets for each area and it was therefore important to ensure these were met or some areas would be below budget.

All staff were encouraged to engage with both Open Days and Confirmation and Clearing activities to maximise access to students who have expressed an interest in coming to Keele.

Discussion followed on the Unconditional Offer scheme and it was confirmed that the system was quality threshold based. Concern was expressed that some new programmes may not have been included in the Unconditional Offer scheme. This was acknowledged, however, places were still available. Some concern was also expressed regarding the impact of Unconditional Offers for Single Honours programmes, leaving fewer places for programmes which rely on recruitment of Dual Honours students, this was noted but it was highlighted that this picture was still evolving as the University became accustomed to removal of the recruitment cap and the effects would, therefore, be monitored.

Postgraduate application numbers and the effect of the introduction of research loans was discussed. It was noted that the loans were welcome, particularly for students who self-fund through a variety of sources. However, caution should be exercised regarding application numbers as there may be some fluctuation.

Senators discussed Foundation Year courses and whether progression to Undergraduate courses could be ensured. It was noted that this was a consideration but that the University was now in a position to be more strategic regarding offers and maintaining quality.

#### A83. PORTFOLIO AND CURRICULUM DEVELOPMENT UPDATE

The Deputy Vice-Chancellor & Provost presented the paper and confirmed that the proposals had been considered in light of the comments raised at the last Senate meeting.

It was highlighted that, in line with discussion on the last item regarding the recruitment environment, rationalisation of the Keele offer was a key driver for the project, to ensure the University could compete effectively in the market place. The proposals aimed to maintain commitment to combining disciplines where it was academically cohesive to do so and where there was a demand from applicants. It was fundamental for the University to present a high quality, research led and contemporary curriculum and to maintain the quality of the student experience, while affording staff sufficient research time.

The proposals were summarised, as set out in Section 8 of the paper. It was highlighted that, following the discussion at the last Senate meeting, the proposals around module credits had been given much consideration. The decision had been taken to adjust the proposals to require a minimum of 90 credits in each year, thus removing the need for an exemption for modern languages as students would have the opportunity to pick up these modules if they wished to, within the credits required.

Concern was expressed regarding Dual Honours programmes and the impact of increased recruitment of Single Honours students. It was confirmed that the data available indicated that any reduction was more likely to arise from a lack of demand rather than the proposals within the project and that Schools could still promote available Dual Honours routes, based on their academic synergy. It was also noted that often, programmes requiring accreditation had to be Single Honours due to the requirements of the accrediting body.

Discussion on the impact of the reduction in the number of teaching blocks was raised, given that it had removed some cohesive subject combinations. It was noted that, following implementation of the proposals, it may be possible to reinstate some previously removed combinations if the

required number of contact hours could be ensured. The proposals should also allow new subject combinations to be made available in future.

Overall, Senators welcomed the proposals and noted that it had taken a significant amount of work over a long period to arrive at the current position. It was noted that the proposals presented a sensible way forward for the University.

It was also noted that there would be significant work required to implement the new systems and staff would require support to achieve this. The Deputy Vice-Chancellor & Provost acknowledged this and confirmed that this would be a key area of work for Dr Helen Galbraith, the incoming Registrar and Director of Planning and Academic Administration whose previous experience at Bristol University would provide an excellent grounding to support the process.

Senate **resolved:**

**That** the proposals set out in the paper be **approved**.

**A84. PVC EDUCATION AND STUDENT EXPERIENCE UPDATE**

Senate received the report from Professor Cownie for information and noted the activities taking place regarding Education.

Professor Cownie drew Senators' attention to the section of the paper on the TEF Technical Consultation, the deadline for which was approaching. Those who wished to participate were invited to send comments to Jen Paddison for inclusion in the University's response.

**A85. UPDATE ON RESEARCH MATTERS**

Senate received the report from Professor Amigoni for information and noted the summary of the current Research activities taking place.

Senators' attention was drawn to the Research Metrics paper, which had been circulated late. The importance of recognising individual successes and a very positive overall picture was noted. However, the University's targets for future growth were ambitious and there was a need to ensure continued progress if they are to be achieved.

A query was raised regarding the Research Committee minutes which appeared to be critical of staff in HUMSS. It was confirmed that the comments were not a criticism but were an observation regarding the number of small grant applications, which potentially indicated to scale up application value.

In light of the comments in the report regarding Athena Swan, it was highlighted that following the disestablishment of Equality and Diversity Committee in 2015, it was agreed Senate would receive an Equality and Diversity annual report, this had not been received in 2015/16. There was concern that the mainstreaming of Equality and Diversity issues had not been achieved. It was also identified that despite previous requests, the equality and diversity section of the Senate cover sheet was still not completed correctly for most papers.

It was noted that in terms of Athena Swan, a higher level steering group had been established to support the work of School level groups and share responsibilities more effectively. It was also noted that the Equality and Diversity report was due to come to the next meeting of Senate. However, it was agreed that this timing was not appropriate and that the Schedule of Business would be updated to ensure that it reached a meeting of Senate within the same academic year. Comments regarding the cover sheet were also noted. It was agreed that mainstreaming of Equality and Diversity issues would be taken forward with Helen Galbraith as incoming Secretary to Senate.

A86. UNIVERSITY LEARNING AND TEACHING COMMITTEE

Senate received the report from University Learning and Teaching Committee. Professor Cownie highlighted the StARs annual report, reflecting the significant work undertaken over the last year. Senators were also asked to note the three additional sections of the report, detailing amendments to University guidance on progression and use of dictionaries and a new Pharmacy degree algorithm, presented to Senate for information.

KeeleSU welcomed the change in guidelines on dictionaries but noted that this was a small step forward in addressing language issues for international students.

A87. COUNCIL AND SENATE JOINT AWAY DAY

The Vice-Chancellor notified Senators that a joint away day for Senate and Council was being arranged for the afternoon of 15<sup>th</sup> September 2016. This had been established partly at the request of Council to get to know Senate better but also to facilitate a better understanding for Council of the academic governance of the University. Senators were asked to keep the date in their diaries, more details would be confirmed in due course.

**B FORMAL APPROVALS BY SENATE**

B88. ACADEMIC AWARDS

Senate **resolved:**

**That** the awards as set out in the papers, including the amendments to awards submitted to the Governance team between the time that the papers were circulated and the time of the meeting (details of the awards amended were outlined in the reserved minutes) be approved.

(a) Taught courses, diplomas and certificates

Senate **resolved:**

**That** the awards presented in the papers, along with the awards that were withdrawn from the list and the amendments/additional students who were named under the reserved areas be **approved**.

(b) Postgraduate Research Awards

Senate **resolved:**

**That** the awards presented, with the exception of the awards that were withdrawn from the list and the amendments presented under the reserved areas agenda, be **approved**.

B89. STUDENT PRIZES AND FUNDS

(a) Establishment of New Prizes

Senate **resolved:**

**That** the establishment for the student prizes, as listed in the paper, including the late paper circulated to Senators before the meeting, be **approved**.

## **C RECOMMENDATIONS TO COUNCIL FOR APPROVAL**

### **C90. SCHOOL OF PHYSICAL AND GEOGRAPHICAL SCIENCES**

Professor Wastling presented the paper and confirmed that the proposal to separate the School of Physical and Geographical Sciences into two schools, Geography, Geology and the Environment and Chemical and Physical Sciences was in response to increased numbers of students in both schools, as set out in the report. It was hoped that the restructure would create a more agile, responsive and discipline led structure, better aligned in terms of size with other Schools in the Faculty.

Discussion took place regarding the use of Environment in the name of one of the Schools, as School of Politics, International Relations and Environment in the Faculty of Humanities and Social Sciences already had Environment as part of its name. This was noted but it was highlighted that there was a strong perception that the Geography, Geology and the Environment was already a distinct School. It was also confirmed that the environment was an interdisciplinary area and the two Schools complimented each other in terms of disciplines and collaborated where appropriate.

Senate **resolved to recommend to Council:**

**That** the proposal to restructure the School of Physical and Geographical Sciences, as set out in the report, be **approved**.

### **C91. CHANGES TO KEELESU CONSITITUTION**

Ms Lea presented the report and explained that the decision had been taken to change the requirement for numbers of lay and alumni trustees to enable recruitment from a wider pool of people and to support the wider changes to democratic structures completed over the last year.

Senate **resolved to recommend to Council:**

**That** the amendments to the KeeleSU constitution, as set out in the paper, be **approved**.

### **C92. EXTERNAL EXAMINERS**

Senate **resolved to recommend to Council:**

**That** the nominations for examiners for taught and research degrees, as prescribed within the paper from Planning and Academic Administration, be approved.

### **C93. AMENDMENTS TO CHARETER, STATUES, ORDINANCES AND REGULATIONS**

Senate **resolved to recommend to Council:**

**That** the amendments to the University Charter, Statutes, Ordinances and Regulations, as set out below be approved:

*(a) University Charter*

*(b) Statutes*

*(i) 4 (The Pro Chancellor)*

*(ii) 5 (The Deputy Pro Chancellors)*

- (iii) 7 (The Treasurer)*
- (iv) 10 (The Secretary to Council)*
- (v) 17 (Powers of the Council)*
- (vi) 18 (The Senate)*
- (vii) 19 (Powers of the Senate)*
- (viii) 25 (Association of Postgraduate Students)*
- (ix) 28 (Committees)*

*(c) Statute 6 (The Vice-Chancellor) and Regulations 20 (Student Discipline) and 21 (General Disciplinary Matters)*

*(d) Statute 16 (The Council) and Ordinance XIV (Appointment and Election of Members of the Council and Senate)*

Ms Lowe introduced the paper and explained the background to the proposals, arising from the Council review of effectiveness. It was confirmed that the Privy Council had been consulted on the changes and were satisfied with them. It proposed changes were intended to support the recommendations of the Review of Effectiveness and to forge better links for Senate and Council.

Senators discussed the proposals and expressed concern that numbers of Senate members were to be reduced. It was queried whether it would be more appropriate to reduce the number of lay or executive members instead. It was confirmed that the number of Executive members was already limited and that, to preserve the Lay majority, it was not possible to reduce numbers of lay members further.

Concern was also expressed regarding the method of election. The Vice-Chancellor proposed that if Senators could agree to the reduction in numbers, the election process could be considered further prior to being finalised. This was agreed.

*(e) Ordinances II (Degrees, Diplomas and Certificates) and III (Higher Degrees)*

Ms Ross-Simpson presented the paper and summarised the changes proposed following the review of the Regulations listed by a working party, with input from external legal advisors. It was noted that the changes were to come into effect from 1<sup>st</sup> September 2016.

*(f)\* Ordinance IV (Award and Conferment of Degrees, Diplomas Etc.) and XV (Students' Union)*

*(g) Ordinances X (Deans, Deputy Chairs of Faculties) and XII (The Deputy Vice-Chancellor and Provost and The Pro Vice-Chancellors)*

The Vice-Chancellor presented the paper and summarised the rationale for the proposed changes, including Equality and Diversity considerations.

*(h)\* Regulations*

- (i) Regulation 1A- Modular Bachelors Degrees*
- (ii) Regulation 2A- Modular Postgraduate Courses, Excluding Professional Doctorates and Research Degrees.*
- (iii) Regulation 3A- Research Degrees by Published Work*
- (iv) Regulation 6- Visas and Immigration*
- (v) Regulation 8 (10)- Use of Dictionaries*
- (vi) Regulation 17- Committees of the Council and Senate*

#### C94. SENIOR APPOINTMENTS

Senate received the paper on Senior Appointments and **resolved to recommend:**

**That** the following appointments be approved by Council:

(a) Senate is asked to recommend to Council approval of the following appointments:

(i) Professor Shane O'Neill - Pro Vice-Chancellor and Dean of Humanities and Social Sciences.

(ii) Professor Anand Pandyan – Head of the School of Health and Rehabilitation.

(iii) Professor Nicholas Forsyth – Research Institute Director Institute for Science and Technology in Medicine.

(b) Senate is asked to recommend to Council the establishment of a Joint Committee of Senate and Council to appoint a Pro Vice-Chancellor and Dean of the Faculty of Medicine and Health Sciences.

#### C95. AWARD OF HONORARY TITLES

Senate received the paper and **resolved to recommend:**

**That** the award of honorary titles be approved by Council.

### D FOR REPORT

#### D96. APPOINTMENTS, RETIREMENTS AND RESIGNATIONS

A list of appointments, retirements and resignations was received.

#### D97. CHAIR'S ACTION

A report of Chair's Action taken since the last meeting was received.

#### D98. ANY OTHER BUSINESS

The Vice-Chancellor confirmed that Professor Shane O'Neill had been appointed to the role of Dean of Humanities and Social Sciences and would be joining Keele, from Queens University Belfast, in September 2015. Thanks were noted to Professor Steven Shardlow who had undertaken position of Dean on an interim basis, and Professor Ronnie Lippens who had covered the Head of School role.

## SENATE

### ATTENDANCE – 22<sup>nd</sup> June 2016

**(a) The Vice-Chancellor**

Professor Trevor McMillan

**(b) Deputy Vice-Chancellor and Provost; and the Pro Vice-Chancellors and the Deans (including the Chairs of the Boards of Studies and Faculties)**

Professor Mark Ormerod	Deputy Vice-Chancellor and Provost
Professor Fiona Cownie	Pro Vice-Chancellor (Education & Student Experience)
Professor David Amigoni	Pro Vice-Chancellor (Research & Enterprise)
Professor Andy Garner	Dean of the Faculty of Health and Pro Vice-Chancellor
Professor Steven M. Shardlow	Acting Dean of the Faculty of Humanities and Social Sciences
Professor Jonathan Wastling	Dean of the Faculty of Natural Sciences and Pro Vice-Chancellor (Postgraduate Studies)
Professor Richard Luther	Dean of Internationalisation

**(c) The Director of Planning and Academic Administration**

A Vacancy Director of Planning and Academic Administration

**(d) Librarian**

A Mr Paul Reynolds University Librarian

**(e) Heads of Departments and Schools Academic Schools:**

School of Computing and Mathematics: Professor Graham Rogerson  
School of Social Science and Public Policy: Professor Ronnie Lippens  
Keele Management School: Professor Kurt Allman  
School of Health & Rehabilitation: Dr Catherine Bücher  
A School of Humanities: Dr Timothy Lustig  
A School of Law: Professor Alison Brammer  
School of Life Sciences: Professor David Hoole  
A School of Medicine: Professor Andrew Hassall  
A School of Pharmacy: Professor Nigel Ratcliffe  
School of Nursing and Midwifery: Ms Pauline Walsh  
A School of Physical and Geographical Sciences: Professor Stuart Egan  
School of Politics, Philosophy, International Relations & Environment: Professor Brian Doherty  
School of Psychology: Professor Michael Murray

**(f) Academic Departments (Research Institutes):**

A Faculty Research Office for Natural Sciences: Professor Paul Eggleston  
A Faculty Research Office for Humanities and Social Sciences: Professor Scott McCracken  
A Institute for Primary Care and Health Sciences: Professor Elaine Hay  
A Institute for Science and Technology in Medicine: Professor Alicia El Haj

**(g) Members of the Electoral Roll elected by the Electoral Roll**

<i>Elected by the Faculty of Health</i>		
A	Dr Sue Ashby (Nursing & Midwifery)	2015-2018
	Dr Russell Crawford (Medicine)	2014-2017
A	Dr Jackie Waterfield (Health & Rehabilitation)	2013-2016

	Dr Katie Maddock (Pharmacy)	2013-2016
	Dr Clare Jinks (Primary Care & Health Sciences)	2015-2018
	Ms Daxa Knowles (Pharmacy)	2014-2017
A	Dr Nicholas Forsyth (Medicine)	2014-2017
	Mrs Kim Sargeant (Nursing & Midwifery)	2015-2018
A	Dr Wynne Thomas (Medicine)	2015-2018

*Elected by the Faculty of Humanities and Social Sciences*

A	Dr Jane Boylan (PPPP)	2013-2016
	Dr Rebecca Leach (Sociology)	2015-2018
	Dr Sorcha Uí Chonnachtaigh (Law)	2013-2016
	Dr Helen Parr (SPIRE)	2014-2017
A	Professor Tsachi Keren-Paz (Law)	2013-2016
	Ms Robin Bell (Language Learning Unit)	2015-2018
A	Dr Stephen French (Keele Management School)	2014-2017
	Dr Ceri Morgan (Humanities)	2014-2017

*Elected by the Faculty of Natural Sciences*

	Professor Peter Andras (Computer Sciences)	2015-2018
A	Dr Sharon George (Physical & Geographical Sciences)	2013-2016
A	Dr Nigel Cassidy (Physical & Geographical Sciences)	2015-2018
A	Dr Claire Fox (Psychology)	2015-2018
	Dr William Kirk (Life Sciences)	2014-2017
	Dr Katie Szkornik (Physical & Geographical Sciences)	2014-2017

**(h) Student Representatives: Elected Officers**

	President of Keele Students' Union	
A	Mr Craig Heath	2015-2016

Vice-Presidents of Keele Students' Union

	Ms Jo Lea	2015-2016
	Ms Natalie Jordan	2015-2016
	Ms Ela Hollies	2015-2016

President of the Association of Postgraduate Students

	Mr Jon Granger	2015-2016
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**(i) Interim Secretary to Senate**

	Ms Gemma Lowe	Head of Academic Legal Services, DEP
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**OFFICERS IN ATTENDANCE**

Professor Lindsay Bashford	Health Faculty Director of Learning & Teaching
Dr Jon Herbert	HUMSS Faculty Director of Learning & Teaching
Dr Barry Ryan	HUMSS Faculty PGT
Mr Adam Hughes	Vice President, KPA
Mr Robert Meredith	Association Secretary, KPA
Mr Ieuan Smith	Vice President, KPA (Elect)
Ms Emily Horsfall	KeeleSU Union Democracy and Development Officer (Elect)
Mr Jeff Wiltshire	KeeleSU Education Officer (Elect)

Ms Meghan Harrison  
Ms Dorothea Ross-Simpson  
Mrs Rebecca Roberts

KeeleSU  
Head of Governance & Quality Assurance, PAA  
Deputy Director Marketing and Communications (Observer)

**SECRETARIAT**

Miss Laura Harrison

Governance Support Officer, Governance, PAA