



MINUTES OF THE MEETING OF SENATE

Held on Wednesday 4th December 2013

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

29. MINUTES AND ACTIONS

(a) Minutes

The minutes of the meeting held on 16th October 2013 were approved and signed.

(b) Actions List

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

30. MATTERS ARISING

It was reported that some amendments to academic awards and proposed external examiners had been submitted to the Governance Office between the time that the papers were circulated and the time of the meeting (details of which were outlined in the reserved minutes).

A POLICY AND STRATEGY ISSUES

A31. VICE-CHANCELLOR'S REPORT TO SENATE

The Chair submitted a report to Senate that provided an overview of the successes of the Athena SWAN Charter, the Aurora (Women's Leadership Development) Programme, the funding challenges outlined by Universities UK, reshuffles in Parliament, the Witty Review and the allocation of initial teacher training places in the UK.

The Vice-Chancellor highlighted two sections of the report; the notable achievements of the Athena SWAN team with thanks expressed to Professor Susan Bruce (co-Chair of Athena SWAN Self-Assessment Team) for raising the profile of the Charter; and the reshuffles that took place in Westminster on 7th October 2013, which saw local MP Tristram Hunt replacing Stephen Twigg as Shadow Secretary of State for Education.

A32. STUDENT OFFICERS REPORTS

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

Senate received the report from the President of KeeleSU. In the absence of Ms Taylor, Mr McCarthy Stott highlighted that along with the Vice-President for Finance and Activities, he had visited the University of Nottingham's Students' Union to observe their democracy provisions. It was noted that the staffing levels in the Advice and Support at Keele (ASK) office were back up to capacity, with an additional member of staff starting work in ASK the following week. It was also noted that KeeleSU supported the University and College Union (UCU) strike that took place on 3rd December 2013.

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

Senate received the report from the President of the KPA. Ms Ironside introduced her report to Senate, noting that initiatives include working with the Marketing and Communications Directorate to encourage more undergraduate students to progress into postgraduate education at Keele. Senators were informed that the KPA Bursary application stage had closed, with 31 applications being considered by the Disbursement Committee, with a total of £11k being requested, significantly more than the budget available.

It was reported that the KPA were working with the AthenaSWAN and Aurora projects to address the issues of women in academia and women taking up postgraduate studies.

Discussion centred on funding opportunities for postgraduate taught (PGT) students and how a Working Group had been established to discuss financial package options, to identify a diverse range and to explore innovative ways to inform and support PGT students. Senate agreed that there was a need for the Group to coordinate the effective promotion of all opportunities for PGT funding for prospective and current Keele students.

A33. UNDERGRADUATE EDUCATION AFTER 2013: INTERIM REPORT AND RECOMMENDATIONS

Senate received a paper, following on from the report considered at the October meeting of Senate that outlined initial thinking on the future of Keele's undergraduate education, which had been developed as part of the work on institutional strategy for the period after 2015.

The report provided detailed proposals to retire some dual honours programmes and move to a three-block timetable in the 2015/16 academic year; it also set out the rationale behind the proposed move and provided Senate with the key outcomes of modelling work undertaken since the last meeting. Senate was asked to consider and approve the proposed dual honours combinations to be retired and the timetable blocks, to enable the UG prospectus for 2015 entry to be finalised and printed.

Senators were informed that despite a reduction in the choice of dual honours programmes, the proposal would have the following key benefits:

- Moving to three blocks will mean that more slots and teaching spaces will become available for programmes, removing the need for 'out of block' activities;
- Slots for each discipline are fixed, which would enable forward planning in Schools and allow dedicated time to be established for other non-teaching activity;
- Teaching patterns would be more consistent within the academic year and from year to year;
- A 'fixed' timetable with predetermined slots for each discipline is similar to a school or sixth form timetable and would provide a seamless transition for new students;
- Students will know their teaching arrangements well in advance and will have more time to make provision to account for their work and family commitments, including leave.

It was noted that the concerns expressed at the last meeting, relating to modern languages, had been investigated with the respective Heads of Timetabling and the Language Learning Unit to arrive at a means to accommodate most students in the proposed three-block timetable, with some students in Natural Sciences wishing to study modern languages, being accommodated out of block timetabling, but at no cost to the students.

It was also acknowledged that a significant amount of complex modelling work had been undertaken to arrive at the proposed recommendations and that further intricate work would be needed in the New Year in order to successfully implement the recommendations.

Senate agreed that for some Applied Environmental Science combinations, the Vice-Chancellor would take Chair's action on behalf of Senate, to approve in accordance with the recommendations set out in section 4.4 of the paper.

Senate also noted and approved the inclusion of Educational Studies and Psychology, which were highlighted at the meeting, but were not included in the papers.

[Secretary's Note - The Chair of Senate approved the following combinations: Applied Environmental Science AND Neuroscience; Applied Environmental Science AND Biology; Applied Environmental Science AND Human Biology; and Environmental Studies AND Politics, in accordance with section 4.4 of the paper.]

A34. UPDATE ON THE SUBMISSION TO THE RESEARCH EXCELLENCE FRAMEWORK

Senate received an oral update on the University's submission to the Research Excellence Framework (REF), where it was highlighted:

- That submissions were made to 17 Units of Assessment, three more than in the Research Assessment Exercise (RAE) in 2008;
- That 288 staff had been submitted, a higher proportion than for the RAE; broken down as follows: 42% of staff in Humanities and Social Sciences, 32% of staff in Natural Sciences and 27% of staff in Health submitted;
- That more career young staff were submitted;
- That the research income during the REF period was to £76 million, equating to £57k per member of staff submitted for each year of the REF – noted as a significant increase in comparison to the RAE submission;
- That there had been a 75% increase in the number of PGR intakes from those submitted for the RAE;
- That 43 impact case studies were submitted, equating to one for every 6.1 staff submitted in the REF;
- That the impact agenda, and in particular impact templates, were key areas of work for the University in the future;
- That there had been no appeals relating to staff submissions, with thanks credited to the liaison role of the Research Institute Directors.

On behalf of Senate, the Chair thanked the academic community for their positive contribution and along with the staff within Research Institutes and Faculties who coordinated data and impact case studies; and particular thanks were expressed to Professor Ormerod and his REF team for the aforementioned achievements and hard work.

A35. UNIVERSITY LEARNING & TEACHING COMMITTEE (ULTC)

(a) ULTC Minutes

Senate received the minutes of the meeting of the University Learning & Teaching Committee held on 13th November 2013 and approved all recommendations in the minutes and matters outlined on the cover sheet.

(b) External Examining Overview Report: Undergraduate Provision 2012/13

Senate received the External Examining Overview report and particularly noted the four key recommendations proposed by the Chief External Examiner for consideration by the University, outlined in section 6 of the report.

It was highlighted that the Chief External Examiner role had been replaced by Faculty Chief External Examiners in order to provide a more effective overview of the work undertaken by external examiners in their respective subject areas and the operation of examination boards.

It was noted that there were two errors in the table of the Appendix, which should be amended: 1) Reference to a “1994” Group; and 2) the universities listed as being in the Russell Group.

B FORMAL APPROVALS BY SENATE

B36. PROGRAMME APPROVAL PROCESS

Senate were presented with a new programme approval process, which had been developed in consultation with Quality Assurance Committee, Academic Strategy Committee and University Learning and Teaching Committee. It was reported that the new process would be risk-based and therefore more robust in assuring the quality and standards of new provision, and more targeted in its focus.

Senators particularly welcomed the inclusion of Section 2.3: The Proposal Stage, which outlined the University services that should be contacted by Schools for advice and instruction, at the early stage of developing a proposal.

It was highlighted that all new programmes would be required to complete the Outline Programme Approval Form (Annex 2), the Resource Consideration Form (Annex 3), but most importantly, satisfy the Programme Criteria for Approval, which was set out in Annex 4 of the paper. It was noted that Academic Strategy Committee will be scrutinising all new proposals.

Senate approved the New Programme Approval Process for immediate implementation.

B37. ACADEMIC AWARDS

Senate approved the awards as set out in the papers, including the amendments to awards submitted to the Governance Office 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).

(a) Taught degrees, diplomas and certificates

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

(b) Postgraduate Research Awards

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

C RECOMMENDATIONS TO COUNCIL FOR APPROVAL

C38. DISCLOSURE BARRING SERVICE POLICY AND PROCEDURE

Senate were provided with an overview of Disclosure Barring Service (DBS), formally known as the Criminal Records Bureau (CRB), and the consultation process, including legal advice,

which had led to the development of the proposed University DBS Policy and Procedure, in order to comply with the DBS Code of Practice.

It was reported that the University would need to undertake a DBS check for new students on the following courses: Medicine, Nursing and Midwifery, Physiotherapy, Pharmacy, Teaching and Social Work; and that checks would also need to be completed for current students whose research or placements involve contact with children or vulnerable adults. The Policy and Procedure outline the responsibilities of staff and students when considering whether an enhanced DBS check is necessary, along with the Self-Declaration and Appeals processes.

Members suggested that the documents should clarify that any payment charges required to be made students should be communicated at the application stage and including publication on the University's webpages.

With regards Section 4 of the Policy, where the level of the check should be determined by the Supervisor, it was noted that the decision could be achieved in consultation with the Research Governance Officer based within Research and Enterprise Services or the Head of Planning and UK/EU Admissions.

Senate agreed to recommend to Council that the DBS Policy & Procedure be approved.

C39. REPORT OF HONORARY DEGREES COMMITTEE

Senate agreed to recommend to Council that the individuals proposed for an honorary degree be approved.

C40. EXTERNAL EXAMINERS

Senate agreed to recommend to Council that the nominations for external examiners be approved, along with the additional external examiners approved at the meeting (due to late submission and, therefore, omission from the circulated Senate papers); names of whom were recorded in the reserved minutes.

C41. AMENDMENTS TO STATUTES, ORDINANCES AND REGULATIONS

(a) Regulation 1A, 1B, 1C, 1F, 1G, 2A, 2B, 2C: Admissions

Senate agreed to recommend to Council that the amendments to the admissions sections of Regulations 1A, 1B, 1C, 1F, 1G, 2A, 2B and 2C be approved.

(b) Regulation 2D: Research Degrees

Senate agreed to recommend to Council that the amendment to Regulation 2D be approved.

(c) Regulation 6: Home Office Tier 4 Compliance

Senate agreed to recommend to Council that the newly proposed Regulation 6 be approved.

(d) Regulation 15: Library

Senate agreed to recommend to Council that the amendment to Regulation 15 be approved.

C42. AWARD OF HONORARY TITLES

Senate agreed to recommend to Council that the award of honorary titles be approved.

D FOR REPORT

D43. ACADEMIC MISCONDUCT ANNUAL REPORT

Senate received the report on cases of academic misconduct in 2012/13 and noted the 27% decrease in the number of cases (283) compared to 2011/12, which was particularly noteworthy as there had been a significant increase in the number of cases from 2010/11 to 2011/12.

The credit for achieving this reduction in cases was attributed to the development of an action plan, which included the production of guidance on proof reading; further sessions on academic writing and the avoidance of plagiarism; an examination awareness campaign; and information on plagiarism and study skills. The examination awareness campaign run jointly by the Student Appeals, Complaints and Conduct Team (Planning & Academic Administration) and KeeleSU resulted in a significant drop in cases of examination misconduct, and at the summer reassessment, there were no cases of misconduct.

It was reported that the use of Turnitin has led to a reduction in the number of cases, along with the network of Academic Conduct Officers within the Schools who have developed new and innovative ways to handle and prevent academic misconduct.

Senate expressed thanks to those involved in the delivery of the action plan, noting that work would need to continue to reduce further the number of cases and ensure each new cohort of students are reminded of the consequences of academic misconduct.

D44. ANNUAL REPORTS OF THE EXECUTIVE LIAISON COMMITTEES 2012/13

Senate received and noted the annual report 2012/13 from the following Executive Liaison Committees:

- (a) Education Student Liaison Committee
- (b) Research Student Liaison Committee
- (c) Keele Society Advisory Committee

D45. APPOINTMENTS, RETIREMENTS AND RESIGNATIONS

A list of appointments, retirements and resignations was received.

D46. CHAIR'S ACTION

Senate noted the actions that were approved between meetings under Chair's powers.



SENATE

ATTENDANCE – 4 DECEMBER 2013

(a) ***The Vice-Chancellor***

Professor Nick Foskett

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

	<i>Interregnum</i>	Deputy Vice-Chancellor and Provost
A	Professor Fiona Cownie	Pro Vice-Chancellor for the period 2013-2018
	Kevin Mattinson	Pro Vice-Chancellor for the period 2009-2014
	Professor Mark Ormerod	Pro Vice-Chancellor for the period 2011-2016
	Professor Andy Garner	Dean of the Faculty of Health & Pro Vice-Chancellor
	Professor David Shepherd	Dean of the Faculty of Humanities & Social Sciences & PVC
	Professor Pat Bailey	Dean of the Faculty of Natural Sciences & PVC

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

Dr Simone Clarke Director of Planning and Academic Administration and Secretary to Senate

(d) ***Librarian***

Paul Reynolds

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

Academic Schools:

	School of Computing and Mathematics: Professor Graham Rogerson
	School of Sociology and Criminology: Dr Bill Dixon
A	Keele Management School: Professor Harry Scarbrough
	School of Health & Rehabilitation: Dr Catherine Bucher
	School of Humanities: Professor Susan Bruce
	School of Law: Professor Andrew Francis
	School of Life Sciences: Professor David Hoole
A	School of Medicine: Professor Val Wass
	School of Pharmacy: Professor Nigel Ratcliffe
	School of Public Policy and Professional Practice: Professor Stephen Cropper
A	School of Nursing and Midwifery: Dr Pauline Walsh
	School of Physical and Geographical Sciences: Professor Stuart Egan
A	School of Politics, International Relations & Philosophy: Professor Bulent Gokay
A	School of Psychology: Professor Michael Murray

Academic Departments (Research Institutes):

A	Institute for Environment, Physical Sciences & Applied Mathematics: Professor Graham Williams
	Institute for Humanities: Professor Ann Hughes
A	Institute for Primary Care and Health Sciences: Professor Elaine Hay
A	Institute for Science and Technology in Medicine: Professor Alicia El Haj
	Institute for Social Sciences: Professor Ann Hughes

(f) Members of the Electoral Roll elected by the Senate

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

Elected by the Faculty of Health

A	Ms Christine Armstrong (Nursing and Midwifery)	2012-2015
	Russell Crawford (Medicine)	2011-2014
A	Dr Jackie Waterfield (Health and Rehabilitation)	2013-2016
	Dr Katie Maddock (Pharmacy)	2013-2016
	Dr Penelope List (Medicine)	2012-2015
A	Dr Stuart McBain (Medicine)	2011-2014
A	Dr Alison Pooler (Nursing and Midwifery)	2011-2014
	Carole Watkins (Health and Rehabilitation)	2011-2014

Elected by the Faculty of Humanities and Social Sciences

A	Professor Joe Andrew (Humanities)	2011-2014
	Dr Jane Boylan (PPPP)	2013-2016
	Professor Michael Haley (Law)	2012-2015
	Dr SORCHA Uí Chonnachtaigh (Law)	2013-2016
	Dr Helen Parr (SPIRE)	2011-2014
	Dr Nicholas Reyland (Humanities)	2012-2015
A	Dr Nicholas Seager (Humanities)	2012-2015
A	Dr James Tartaglia (SPIRE)	2011-2014
	Dr Tsachi Keren-Paz (Law)	2013-2016
	Robin Bell (Humanities)	2012-2015

Elected by the Faculty of Natural Sciences

	Dr Nigel Cassidy (Physical & Geographical Sciences)	2012-2015
	Professor Douglas A Quinney (Computing & Maths)	2011-2014
	Dr Sharon George (EPSAM)	2013-2016
	Dr Alexandra Lamont (Psychology)	2011-2014
	Dr Sue Sherman (Psychology)	2012-2015
	Dr Frederic Tripet (Life Sciences)	2012-2015

(h) Student Representatives: Elected Officers

President of Keele Students' Union

A	Victoria Taylor	2013-2014
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Vice-Presidents of Keele Students' Union

A	Ally Bird	2013-2014
	Dan McCarthy Stott	2013-2014
	Danny Walker	2013-2014
	Joe Baker	2013-2014

President of the Association of Postgraduate Students

	Lisa Ironside	2013-2014
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OFFICERS IN ATTENDANCE

Dr Kelvin Johnstone	HUMSS Faculty Director of Learning & Teaching
Dr Richard Stephens	Natural Sciences PG Director of Learning & Teaching
Dr David McGarvey	Natural Sciences Faculty Director of Learning & Teaching

A	Profesor Lindsay Bashford	Health Faculty Director of Learning & Teaching
	Professor Julius Sim	Health Postgraduate Director of Learning & Teaching
	John McCarthy	Director of Marketing and Communications
	Dorothea Ross-Simpson	Head of Governance & Quality Assurance
	Dr Brian Doherty	Director of the Research Centre, SPIRE
	Jo Ladwa	Acting Head of Planning and UK/EU Admissions (for items

SECRETARIAT

Jo Sylvester	Governance Officer
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