

KEELE UNIVERSITY

MEETING OF SENATE

Minutes of the meeting held on Wednesday 5 October 2011

at 2:15pm, in the Senate Room

The Vice-Chancellor welcomed a number of new members to the Senate for the start of the 2011 academic year; Dr Stuart Egan, Professor Michael Vaughan, Professor Bulent Gokay, Carole Watkins, Dr Alison Pooler, Dr Stuart McBain, Dr Helen Parr, Dr Denise Wolstenholme, Professor Stephen Wilkinson and Dr Alexandra Lamont. The student members were also welcomed; Rosie Weatherley, Oliver Wakefield, Matt Bedding, Alex Chow, Sam Higham and Adam Priston as was Dr Jonathan Hughes, PGT Director for the Faculty of Humanities and Social Sciences.

The Vice-Chancellor also noted the sad passing of Helena Thorley, former Academic Registrar at Keele University. The Senate held a moments silence to mark the passing of Ms Thorley.

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

1. MINUTES

The minutes of the meeting held on 22 June 2011 and the meeting of the Approvals Group of Senate held on 1 July 2011 were approved and signed.

A2. VICE-CHANCELLOR'S REPORT TO SENATE

Senate received the report from the Vice-Chancellor and noted that the Secretary-Registrar will formally retire from the University at the end of December 2011, but to facilitate the transition, many of the areas of responsibility associated with the role had been transferred to other Directors from 1st October 2011. The Senate were informed that elsewhere on the agenda, they would be asked to approve the appointment of a Joint Committee with Council to evaluate the options available to the University to replace the role of formal Secretary to Council. The Senate also recognised that Dr Simone Clarke would become the formal secretary to Senate.

The Vice-Chancellor's report also highlighted the recent Higher Education White Paper "Students at the heart of the system". It was reported that the paper is still in consultation, but that broadly, the proposals in the paper, were likely to come to fruition and that Keele should therefore plan accordingly. In response to this, it was reported that a working group had been formed to undertake scenario modelling to evaluate the possible outcomes of the paper and associated risks with each outcome. This group had been meeting over the summer months and would continue to meet throughout this academic year and beyond, in order to ensure Keele is ready to take appropriate action once the full implications of the paper were known.

The report also highlighted the positive results recently achieved through the Destination of Leavers of Higher Education (DLHE) 2009/10 survey, which placed Keele 6th in the National League Tables and significantly ahead of the other Universities based in the Midlands.

Additionally, it was reported that a University Executive Committee Away Day had been held to focus on the implications of the White Paper, that the reorganisation of

the University Administration had been completed, including the office moves and that the Sustainability Hub at Home Farm had also been completed and would be officially opening on 17 October 2011.

A3. STUDENT OFFICERS REPORTS

(a) Report of the President of the Students' Union (KUSU)

Senate received the report from the President of the Students' Union. The President reported that three new posts had been created within the Students' Union, two of which were fully appointed and already having a significant impact.

It was reported that the societies 'sign-up' had been substantial this year and was showing signs of increased diversity in participation. The President also commended the induction process held for students at the start of the academic year and the 'joined-up' approach adopted, she reported that the induction was viewed to be 'very successful'. KUSU's publication of 'Milk It' lists all student activities in one location and intends to improve student participation rates, members of Senate were advised to contact KUSU should they wish to include any dates within this publication. Additionally it was reported that the VP Sports and Fitness had obtained funding to increase disabled students participation in sports on campus. The President also reported that the plans for the Ground Floor development were progressing and that there would shortly be available a web-based 'walk through' tour of the new development.

Senate were informed that VP Education had developed a student-focused guide to avoiding plagiarism, which aimed to be succinct and accessible to students, indicating where to go for further advice and guidance when required. It was agreed that this guide should also be made available to the Schools, to ensure that consistent messages are being communicated. **ACTION: SH**

Finally, the President wished to inform Senate that the Students' Union had a very successful year in 2010/11 and that they were anticipating a small surplus, which was a significant achievement against their original budget. The President noted that whilst financial performance was not within the Senate's remit for consideration, the small surplus was reflective of the Students' Unions recent changes and is indicative of their commitment to improving the lives of students into the future.

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

Senate received the report from the President of the Keele Postgraduate Association. The President was pleased to report that the Charity Commission had approved the associations charitable status in the previous week and all documentation had now been approved and published, which was a successful resolution to an on-going issue for the association.

The President also reported that the KPA would be offering their bursary to postgraduate students again this year and that applications process would be open from 24 October 2011. Concerns have been raised that demand may exceed supply with regard to the bursary in future years and therefore opportunities to obtain additional funding are currently being investigated.

Finally, the President reported that postgraduate Athletic Union (AU) membership was comparatively low across the institution and that the KPA and AU would be working together to improve participation rates over the academic year.

A4. NATIONAL STUDENT SURVEY 2011: OUTCOMES AND INSTITUTIONAL RESPONSE

Senate received the report on the National Student Survey results for 2011 and noted the positive results, including a 90% student satisfaction score against a sector average of 83%. Professor Andrews reported that the success was a significant reflection of those staff who are involved in Learning and Teaching at Keele and that thanks should be expressed to them for their continued hard work.

It was reported that this analysis had been brought to Senate at the earliest possible opportunity to allow sufficient time for Schools to review and respond to the results and that there had been some alterations to the questions asked in the 2011 survey, to allow for a wider perspective from students.

Senate were informed that the report contained a number of Annexes which evaluated the scores through a number of mechanisms of comparison. Across this analysis, it was reported that the outcomes had been generally positive, although there had been some sections where scores had decreased on those of the previous year. Professor Andrews informed Senate that there was recognition that the analysis was not without fault and highlighted the difficulties with analysing this type of survey results. It was reported that Schools could access further information from the Planning and Academic Administration Directorate if required. Professor Andrews also requested for comments with regard to improving the analysis to be directed to her, for improvements to the analysis for the following year.

The Vice-Chancellor recognised the fantastic results achieved in the survey and encouraged the promotion of these results to current and prospective students. Senate were informed that this should not lead to complacency and that the detail included in the report, should be used to reflect and direct further improvements and that obtaining student views was a vital part of these improvements.

Senate commented that the results still indicate an issue with student feedback, which was a sector-wide problem. Senators suggested that peer review of feedback alongside a process of student evaluation and reflection upon feedback may help to improve students' recognition of the feedback process. Senate also noted it was important to evaluate survey responses in line with those of the rest of the sector and also by discipline.

Finally, it was reported that the 'overall satisfaction' question would not be asked in future years and would be replaced by a similar type question, although what this will be is currently unknown.

A5. UPDATE OF UK/EU ADMISSIONS FOR 2011

Senate received the report on UK/EU admissions for the 2011 entry and noted that the admission figures had been updated since the circulation of the report. Dr Clarke reported that there had been a significant number of students who had chosen to defer their entry to 2012/13 due to the new fee structure being more sympathetic to their circumstances. It was reported that this had led to the University broadly achieving its target for undergraduate recruitment, despite the University experiencing a bumper year for acceptance rates. Senate were informed that Medicine recruitment had a potential to exceed the target of 120 by 20 students, but that communications with HEFCE to try to manage this are continuing. It was also reported that admissions for Additional Student Numbers (ASNs) had been challenging this year and that actions were being undertaken to address any shortfalls.

Dr Clarke reported that the postgraduate admission figures were still relatively low and for taught students the University was finding it challenging to meet its targets, with a current figure of 235 against a target of 267. It was reported that there was a further 64 students currently accepted who had yet to arrive at Keele, providing some opportunity for these figures to improve.

Research student recruitment was reported to remain fluid, with PGR students numbers to be likely to change throughout the academic year, although figures were reported to be low at present.

The Vice-Chancellor thanked Dr Clarke for her report and noted that the admissions process was a difficult and detailed task to be undertaken each year.

A6. UPDATE ON INTERNATIONAL ADMISSIONS 2011/12

Senate received the report on international student admissions for 2011-12. It was reported that as of 3 October 2011, the University had 60 additional students over the target figure, with approximately 12 more students currently undertaking the visa process. It was also reported that the PGT recruitment targets had also been exceeded and that PGR students were currently slightly lower than expected, but that this figure may increase throughout the year.

Mr McCarthy reported that the International Study Centre (ISC) had achieved a high pass rate and progression level this year for both undergraduate and postgraduate levels of study. However, it was reported that the 3+1+1 arrangements with China have been less successful but that an action plan had been put into place to address this.

The Deputy Vice-Chancellor and Provost reminded Senate that overseas recruitment had improved significantly over the last three years and that this was as a result of the positive recruitment campaigns, International Study Centre and the 3+1+1 agreements with China. Senate acknowledged that this will have put additional pressure on Schools, Accommodation and other student services and that further work to improve integration and provide support for these pressures was required. Senators were asked to inform the Deputy Vice-Chancellor and Provost of any issues, as they may arise, as a result of the increased international recruitment.

A7. REVISIONS TO UNDERGRADUATE ENTRY REQUIREMENTS 2012

Senate received the report on the revisions to undergraduate entry requirements for 2012 as presented by the Director of Marketing and Communications. Senate were informed that the report had been compiled on a whole-institution basis rather than by programme analysis.

The report compared Keele entry requirements against those across the sector and within specific groups in the sector. This included the post-92 Universities located within the geographical area, those institutions considered the 'best' Universities within the geographical area and finally against other 'campus' Universities in the UK. The results showed that Keele had an entry profile more in line with the geographical area than those of the 'campus' Universities, which is where Keele would aspire to raise its entry profile to. It was reported that Keele has traditionally been an institution with a strong reputation for 'insurance' choices and that this may be due to Keele's offers being lower than those of its traditional competitors.

Senate were reminded that Keele had set its fee structure for 2012 entry at the highest level possible and as such, should be setting its entry profile to reflect the high standard of academic education students would be receiving.

It was reported that following consultation with colleagues over the summer, the report proposed for offers to be based upon the attainment of grades at A2 level and no longer based on the tariff system, which allowed students to obtain tariff points through non-academic means. The offers would also not include 'General Studies' or 'Critical Thinking' as contributory A2 subjects, unless specifically requested by the Schools. It was additionally reported that the Access to Keele scheme would continue, but that this would not affect the offer for these students, but could be considered as mitigation, if students have narrowly missed the required grades.

Senate questioned whether the proposals may put the University at risk of losing the high level of 'insurance' choices, but not necessarily obtaining a comparable increase in the number of 'firm' choices. It was acknowledged that this was a risk and that a robust conversion strategy would be required, to ensure that this was not the case. Additionally it was noted that several Universities within the sector were raising their grades and that Keele was at risk of remaining behind the sector, even with the increase in its entry grades.

Senate were informed that Keele was the original University that Universities such as Bath and York based their models upon and as such, the University has fallen behind the sector trend with regard to entry requirements. It was reported that entry requirements had been increasing at the University, but not in sufficient amount to keep the University in line with the sector and that therefore the proposals were timely and a positive step for Keele to undertake.

A8. BRAND DEVELOPMENT UPDATE

Senate received an oral update from Mr McCarthy, Director of Marketing and Communications on the University's new brand identity and received a copy of the leaflet containing the Strategic Map and Brand Identity.

Senate were informed that a brand audit had been conducted over the summer and the result of the audit was a decision to re-brand the University. Mr McCarthy reported that the new brand provided the University with a stronger visual identity, which directly communicated the University's values and is recognisable and comparable to other institutions. It was reported that the new brand had been launched on a number of 'billboards' across the Midlands region, at 350 sites spanning from Liverpool to Birmingham in an arc via Nottingham. There were also 'billboards' launched locally, which aimed to attract students to the forthcoming open days.

Senate were informed that the new branding was receiving a 'soft' launch and that any materials produced with the old logo on, should continue to be used until expired and then replaced with the new logo as appropriate. It was also reported that the logo could be obtained from the University web-pages when required.

A9. REASSESSMENT ATTEMPTS

Senate received the discussion paper about reassessment attempts. Senate were informed that this paper had been brought to Senate at an early stage to gauge Senate's opinion prior to extensive consultation. The paper questioned whether the current reassessment opportunities available to students at Keele should be reduced from two reassessment opportunities to one.

Dr Clarke reported that the paper had been written following discussions with the Examination Boards and the Chief External Examiner and concerns regarding academic standards and being outside of the common practice within the sector. It

was reported that a number of institutions within the sector only allow one reassessment opportunity and that also some institutions choose to charge students a reassessment fee. It was reported that Keele does not wish to pursue a reassessment fee for students.

The paper reported that 188 students in 2009/10 had taken a third assessment attempt and that two thirds of these students had progressed to the next level of study following this assessment. It was also clarified that this would not apply to students who had 'extenuating circumstances' that had affected their performance in assessments, as they would be reassessed as a first attempt, where this was the case.

Senate commented that if Keele wished to raise its academic profile in line with the discussions held elsewhere on the agenda with regard to entry requirements that the proposals within the paper would help to support this and maintain high academic standards. It was also suggested that students may adopt a more serious approach to the reassessment, if there was only one opportunity provided to them. Additionally, Senators in the Faculty of Health reported that for professional programmes, only one reassessment attempt is allowed and therefore they would be supportive of the University regulations being brought into line with the professional body requirements.

Senate suggested that during the consultation, consideration should be given to the practice of 'capping' reassessments at 40% and whether this might be applied to a 'failed' component of a module only and to also consider the possibility of informing students in their feedback of what mark they would have obtained, if the assessment had been a first attempt. Senate was informed that 'Qualified Fails' were also under the process of being reviewed.

It was noted that in the case of the 2009/10 academic year, 127 students would not have been able to progress as a result of removing the third assessment opportunity and that consideration should be given as to whether the University should be doing more to support these students through the course. It was agreed that students in these circumstances are often put in a position where their third assessment runs parallel to their next level of study and as a result puts additional pressure on a student, which would be avoided without the additional reassessment opportunity.

A10. UNIVERSITY LEARNING & TEACHING COMMITTEE

Senate received the minutes of the meeting of the University Learning and Teaching Committee held on 25 July 2011. Professor Andrews highlighted a number of items within the minutes, including the completion of the JISC-funded project looking at electronic coursework submission and feedback processes, the requirement for Foundation Year students to have a deviation from the University regulations so that they can be reassessed for passed modules that fall short of the progression rules and for Health Foundation Year students to be limited to two valid attempts at an assessment, in line with professional body standards. Professor Andrews also reported on the two successful Internal Quality Audits held within the Schools of Health and Rehabilitation and Physical and Geographical Sciences.

Additionally, Professor Andrews reported that the September meeting of the University Learning and Teaching Committee had been held on 28 September 2011 and gave a brief oral update on its business. It was reported that the deadlines for reading list submissions to the library had not proved to be fully successful and only one Faculty had managed to complete their reading list submissions. Senate noted that this may be partially due to Library staff not having had full access to the KLE

over the summer, but that there was an aim to address the issues further for the second semester.

It was also reported that the Learning and Teaching Strategic Map had been shared for comments and consultation and that the committee had also received an update on the Student Charter and Keele Distinctive Graduate projects.

Senate requested for further information on the Higher Education Achievement Record (HEAR) to be circulated to Schools, as they were receiving queries from students, which they were currently unable to answer. Professor Andrews reported that information would be provided to Schools shortly. **ACTION:MA**

B FORMAL APPROVALS BY SENATE

B11. UNIVERSITY SECRETARY AND REGISTRAR

Senate approved the proposal to establish a Joint Committee of Senate and Council to consider the designation of duties currently undertaken by the Secretary and Registrar in his capacity as Secretary to Council and the delegation of authority to recommend the report of the Joint Committee to Council in November.

B12. ACADEMIC AWARDS

Senate approved the awards as set out in the papers presented:

(a) *Taught degrees, diplomas and certificates*

The Senate approved the awards presented subject to the amendments as presented under the reserved areas agenda.

(b) *Postgraduate Research Awards*

The Senate approved the awards presented.

(c) It was reported that the Vice-Chancellor approved a number of awards between meetings under Chair's powers.

B13. EXTERNAL EXAMINERS

Senate approved the internal and external examiners for taught and research degrees presented from Planning and Academic Administration subject to the following amendment to Section 24 of the report:

24 MA Safeguarding Adults: Law Policy and Practice

Mr Jonathan Herring, Oxford University – Exeter College, for 3 years from **1st October 2011** ~~4th January 2012~~

B14. APPOINTMENTS TO COMMITTEES

Senate approved the appointment of Dr Stuart McBain to the University Learning and Teaching Committee.

C RECOMMENDATIONS TO COUNCIL FOR APPROVAL

C15. AMENDMENTS TO THE UNIVERSITY REGULATIONS

a) Regulation 2D: Research Degrees

Senate recommended the amendments to the University Regulation 2D: Research Degrees to Council for approval.

b) Regulation 17b:6. Sub-Committee for Examination Absences and Coursework Extensions

Senate recommended the amendments to the University Regulation 17b:6. Sub-Committee for Examination Absences and Coursework Extensions to Council for approval

c) Regulation 17.5: Promotions Committees

Senate recommended the amendments to the University Regulation 17.5: Promotions Committees to Council for approval.

d) Regulation 17(c): Executive Liaison Committees

Senate recommended the amendments to Regulation 17(c): Executive Liaison Committees to Council for approval.

C16. APPOINTMENTS

Senate recommended that the proposals set out in the paper presented be approved by Council.

C17. AWARD OF HONORARY TITLES

Senate recommend that the proposals set out in the paper presented be approved by Council.

D FOR REPORT

D18. ATTENDANCE MONITORING OF SENATE AND ITS SUB-COMMITTEES

The report on attendance levels for the 2010-2011 academic year was received.

D19. ANNUAL REPORTS OF EXECUTIVE LIAISON COMMITTEE 2010-2011

(a) Students

Senate received the report of the Students Executive Liaison Committee 2010-2011

(b) Postgraduate Students

Senate received the report of the Postgraduate Students Executive Liaison Committee 2010-2011

(c) Keele Society Advisory Committee

Senate received the report of the Keele Society Advisory Committee 2010-2011

D20. APPOINTMENTS, RETIREMENTS AND RESIGNATIONS

The report of appointments, retirements and resignations from Human Resources was received subject to the removal of Professor Robert Hudson due to the appointment not being completed.

SENATE

ATTENDANCE – 05 OCTOBER 2011

	Professor N Foskett	Vice-Chancellor
	Mr R Thirunamachandran	Deputy Vice-Chancellor
	Professor M Andrews	Pro Vice-Chancellor
	Mr K Mattinson	Pro Vice-Chancellor
	Professor M Ormerod	Pro Vice-Chancellor
	DEANS OF THE FACULTIES	
	Professor A Garner	Dean of Health
	Professor D Shepherd	Dean Humanities & Social Sciences
A	Professor P Bailey	Dean of Natural Sciences
	THE DIRECTOR OF PLANNING AND ACADEMIC ADMINISTRATION AND THE SECRETARY AND REGISTRAR	
	Dr S Clarke	Director of Planning and Academic Administration
A	Mr S J Morris	University Secretary and Registrar
	THE LIBRARIAN	
	Mr P Reynolds	
	HEADS OF SCHOOLS	
	Professor G Rogerson	Computing and Mathematics
	Dr B Dixon	Sociology and Criminology
*	Professor M Klaes	Management School
	Dr C Bucher	Health & Rehabilitation
	Professor M Vaughan	Humanities
	Professor A Francis	Law
	Dr A Loweth	Life Sciences
*	Professor V Wass	Medicine
A	Professor S Chapman	Pharmacy
	Professor C Williams	Public Policy and Professional Practice
A	Dr P Walsh	Nursing and Midwifery
	Professor S Egan	Physical and Geographical Sciences
	Professor B Gokay	Politics, International Relations & Philosophy
	Professor M Murray	Psychology
	RESEARCH INSTITUTES	
	Professor G D Williams	Environment, Physical Sciences & Applied Mathematics
	Professor A Hughes	Humanities
*	Professor E Hay	Primary Care and Health Sciences
A	Professor G Ferns	Science and Technology in Medicine
A	Professor C Phillipson	Social Sciences
	MEMBERS OF THE ELECTORAL ROLL	
	<i>Elected by the Faculty of Health</i>	
	Russell Crawford (Medicine)	2011-2014
A	Mrs Carole Davies (Health and Rehabilitation)	2010-2013
	Dr Paul Horrocks (Medicine)	2010-2013
	Dr Sue Hunter (Health and Rehabilitation)	2009-2012
	Dr Stuart McBain (Medicine)	2011-2014
	Dr Alison Pooler (Nursing and Midwifery)	2011-2014
	Mrs Carolyn Roth (Nursing and Midwifery)	2009-2012

	Carole Watkins (Health and Rehabilitation)	2011-2014
	<i>Elected by the Faculty of Humanities and Social Sciences</i>	
A	Professor Joe Andrew (Humanities)	2011-2014
	Dr Jane Boylan (Public Policy & Professional Practice)	2010-2013
	Professor Michael Haley (Law)	2009-2012
	Dr Rebecca Leach (Sociology & Criminology)	2009-2012
A	Professor Calum Paton (Public Policy & Professional Practice)	2010-2013
	Dr Helen Parr (SPIRE)	2011-2014
	Dr Zoe Pearson (Law)	2009-2012
	Dr James Tartaglia (SPIRE)	2011-2014
	Professor Stephen Wilkinson (PPPP)	2011-2014
	Dr Denise Wolstenholme (PPPP)	2011-2014
	<i>Elected by the Faculty of Natural Sciences</i>	
	Professor Steve Allin (Physical & Geographical Sciences)	2009-2012
	Professor Douglas A Quinney (Computing & Maths)	2011-2014
	Dr William Kirk (Life Sciences)	2010-2013
	Dr Alexandra Lamont (Psychology)	2011-2014
	Dr Sally Sargeant (Psychology)	2009-2012
	Dr Ian Stimpson (Physical & Geographical Sciences)	2009-2012
	STUDENT REPRESENTATIVES	
	<i>President of the Students' Union</i>	
	Rosie Weatherley	2011-2012
	<i>President of the Association of Postgraduate Students</i>	
	Oliver Wakefield	2011-2012
	Full-time students	
	Matt Bedding	2011-2012
	Alex Chow	2011-2012
	Sam Higham	2011-2012
	Adam Priston	2011-2012
	OFFICERS IN ATTENDANCE	
A	Dr Steve French	HUMSS Faculty Director of Learning & Teaching
	Dr Jonathan Hughes	HUMSS Postgraduate Director of Learning & Teaching
	Professor David Hoole	Natural Sciences Postgraduate Director of Learning & Teaching
A	Dr David McGarvey	Natural Sciences Faculty Director of Learning & Teaching
	Mark Brennan	Health Faculty Director of Learning & Teaching
A	Professor Julius Sim	Health Postgraduate Director of Learning & Teaching
	John McCarthy	Director of Marketing and Communications
	Mr Edward Youngman	Planning and Academic Administration, Head of Governance and Quality Assurance
	SECRETARIAT	
	Ms Jen Paddison	Governance Officer