



MINUTES OF THE MEETING OF SENATE

Held on Wednesday 6th March 2013

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

59. MINUTES AND ACTIONS

(a) Minutes

The minutes of the meeting held on 5th December 2012 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 the last meeting.

A POLICY AND STRATEGY ISSUES

A60. VICE-CHANCELLOR'S REPORT TO SENATE

The Chair introduced his report to Senate, highlighting the themes emerging from the visits to Schools, Research Institutes and Directorates; the HEFCE funding for higher education 2013-14 and the latest data on universities' REF submission intentions.

The Vice-Chancellor reported that he had found the visits very informative and had identified ideas and strategic issues, and an appreciation of the impact of the external environment on staff and University processes. It was reported that the collaboration between Schools and Research Institutes showed very good strategic connections as the Research Institute system had matured.

Senators were informed that the Distinctive Keele Curriculum (DKC) project was generally well understood and engaged with by Schools, noting that more work would be conducted to extend knowledge and continue to raise awareness outside of Keele. It was reported that the Vice-Chancellor had received very good external feedback about the DKC and that it was a good initiative for the University's profile to the benefit of future students, parents and employers.

The Vice-Chancellor thanked those involved in the preparation work for the visits to Schools, Research Institutes and Directorates.

A61. STUDENT OFFICERS REPORTS

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

Mr Turner highlighted the key points in his report to Senate, particularly noting the success of the visit from school council representatives from Wolgarston High School, with thanks expressed to Professor Andrews for her involvement with the visit.

It was reported that the Elected Officers would continue to promote the National Student Survey in order to increase the response rate and would also continue initiatives to engage with international students.

It was reported that the KeeleSU election results had been announced, with congratulations being expressed to Ms Ali Bird on her re-election to the post of Vice-President for Education, with the rest of the incoming Elected Officers attending the June meeting of Senate as part of the handover process.

Elected Officers all welcomed their involvement with the Institutional Review and visit from the Quality Assurance Agency during the following week.

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

Mr Irwin introduced his report to Senate, noting that the Research Training System Review was underway in association with Professor Ormerod.

Senators were informed that one of the key NUS campaign initiatives for the year was to drive a fairer system of funding for Masters students by integrating PGT students into the loans-based system, which was strongly supported by the KPA. Mr Irwin reported of another NUS initiative being the opportunity, recognition and pay for "Postgraduates Who Teach". It was suggested that the KPA should consider proposals for alternative payment methods for gaining experience of teaching, such as the possibility of a TLHEP Certificate.

It was highlighted that the PGR student progression panel and viva exam feedback was acknowledged to be broadly very strong, but that inconsistencies in practice had been reported and would be investigated further.

It was also reported that the KPA Conference would take place at the end of the month, with the Deputy Vice-Chancellor and Professor Trevor Greenhough presenting, and that the PhD Mentoring Scheme would be launched at the event.

A62. REVIEW OF THE DEGREE ALGORITHM

Dr Clarke introduced the proposal for a revised degree algorithm, highlighting the consultation process that had progressed through the University committee system. It was reported that an extensive review of the algorithm was undertaken by a working group, comprising representatives from across the University, and in consultation with external examiners, with the aim of promoting high academic standards and maintaining the equity of the degree classification rules.

It was noted that the revised algorithm was more stringent than the current algorithm in terms of the number of credits required (360 rather than 330) and the average mark required in the second strand (boundary -3 rather than boundary -5). It was acknowledged that the proposed algorithm would be operationally simpler and would align with that applied at other universities; however, an implementation plan would need to be agreed to ensure effective and efficient application of a new algorithm.

Senators recommended that the degree algorithm be made more user-friendly for students and that the development of a webpage should be explored to host a calculator to allow students to enter marks and predict their estimated degree classification.

Thanks were expressed to those involved in the review of the degree algorithm and consultation process, with those involved being invited to contribute to the implementation plan. It was acknowledged that the algorithm had not been reviewed or amended in recent years and should be reviewed on a more regular basis to ensure it remains fit for purpose, including its suitability for professional degrees.

Senate approved the revised degree algorithm, subject to the development and approval of the implementation plan.

A63. STUDENT SUPPORT STRATEGY

Mr Ian Munton, Head of Student Support and Development Services (SSDS), attended the meeting to provide an overview and the journey behind the Student Support Strategy presented to Senate.

Senators made points of specificity for recommendation to incorporate into the Strategy or supporting documents, including the need for more operational detail; reference to postgraduate research students; careers, medical and faith provision; support for students with families and/or disabilities; emphasis on collaborative support; reference to the Sports Strategy; and recognition for students on collaborative arrangements.

The next steps were outlined to be the establishment a working group to develop a detailed action plan and an implementation and communications strategy.

It was also noted that the creation of a Critical Incident Support Team and implementation of the Peer Mentoring Scheme by SSDS were significant initiatives offering diversity in support to students, which were commended by Senate.

Senate approved in principle the Student Support Strategy, noting that further refinement was necessary by the working group, along with the development of an implementation and communications strategy, before final approval through the committee system.

A64. LEARNING & TEACHING OPERATING PLAN

Professor Andrews introduced the Learning and Teaching Operating Plan, which had been updated since its last submission to Senate in November 2011. Background information to each of the six aims, objectives and deliverables was provided, with Senate being asked to approve the minor amendments.

Senate was specifically asked to approve the inclusion of a new objective, Section 2f, relating to the media in which feedback would be delivered to students, which would then be incorporated into the Learning and Teaching Strategy.

Discussion centred on identifying best practice at the University for typed feedback and electronic feedback, including audio, and the impact on staff time for each method. It was acknowledged that there would be a significant improvement in teaching quality as a result, alongside significant benefits to all students, but particularly for international students and those with disabilities. The Elected Officers confirmed that the Students' Unions were very supportive of a move to provide typed or electronic feedback and that more innovative methods of feedback should be explored.

It was noted that a process should be put in place to support staff in achieving the transition to provide feedback typed or by electronic means, with further consideration being given to the use of Turnitin for student feedback. It was also noted that there may be some exceptions, such as feedback from a practical, but that alternative technologies were being explored.

Senate approved the Learning and Teaching Operating Plan, including the new objective in Section 2f of the Plan for typed/electronic feedback.

A65. ADMISSIONS POLICIES

Senate received the following policies that relate to the admission of UK and EU students to undergraduate programmes:

- (a) UK/EU Admissions Policy
- (b) UK/EU Admissions Feedback Procedure
- (c) UK/EU Admissions Appeals Policy
- (d) UK/EU Admissions Policy for Applicants Under 18
- (e) UK/EU Admissions Interview Policy

It was noted that the policies and procedures presented were consistent with good admissions practice in higher education, as defined in the Quality Assurance Agency's Code of Practice and Supporting Professionalism in Admissions' guidance. It was also noted that these policies and procedures would be reviewed on an annual basis.

Senate approved the policies for implementation by the Directorate of Planning & Academic Administration, subject to the following amendments and further work:

- References throughout to "Schools", should also state "or Research Institute";
- References throughout to "Head of School" should also state "RI Director/PGR Director" whichever is applicable;
- Further engagement between Admissions and Schools and the Electives Office to ensure that the Checklist for Risk Assessment would be all-encompassing;
- That parental consent documentation refers to "parent(s) that have parental responsibilities for the applicant/student", rather than merely "parent(s)";
- That compliance with the Data Protection Act be assured within the consent form and, where necessary, implement an information sharing agreement for providing a list of named students under 18 to University support sections and the Students' Union, for example, for purposes such as sports club membership where insurance maybe void where an individual was under 18.

A66. RESEARCH COMMITTEE

Senate received the minutes from the meetings of Research Committee held on 27th November 2012 and on 12th February 2013, along with recent Research Grant Awards (November 2012 to February 2013). Professor Ormerod provided an overview of the report highlighting several areas relating to Research Excellence Framework (REF), Full Economic Costing, TRAC Return, research income, postgraduate research students and research applications.

It was reported that work would continue with Research Institute Directors to ensure strategically important and efficient spending, particularly during the run up to the REF submission, also noting that research overheads had increased from 14% to 20%. It was reported that the Research Institutes and Submission Groups had been heavily involved in the development of impact case studies for the REF submission.

Professor Ormerod reported that the postgraduate student population was continuing to increase, with a significant increase in the number of applications from international students, namely Iraq, Libya, Saudi Arabia and Kurdistan.

Senators were informed that further growth in research income was forecast, which was an excellent news story for raising the profile of the University, particularly the research reputation. The University had recently achieved a 60% increase in European funding applications.

A67. UNIVERSITY LEARNING & TEACHING COMMITTEE

(a) ULTC Minutes

Senate received and noted the minutes from the past two meetings of the University Learning & Teaching Committee. Professor Andrews, as Chair of ULTC, highlighted the amendment to Regulation 2A; the launch of the Distinctive Keele Curriculum (DKC); the progress with the Higher Education Achievement Record (HEAR) Project; and that the National Student Survey Working Group would be providing workshops on assessment and feedback.

It was also reported that the proposal to adopt a “Fit to Sit”/extenuating circumstances (ECs) policy had been considered by a working group to identify processes to manage ECs, also considering practice at other universities. It was noted that it is the intention of the working group to allow retrospective consideration of ECs and to keep students’ marks the same. It was reported that a consultation process would be carried out before submission of a paper to Senate in June 2013.

Thanks were expressed to Ms Ally Bird for the significant work involved in reviewing the Student Academic Representatives (StARs) system.

Senate approved the recommendations of ULTC as outlined in the minutes from the meetings held on 21st November 2012 and 6th February 2013.

(b) External Examiners Overview Report

The External Examiners Overview Report was presented to the Senate with four main recommendations for consideration being proposed (relating to 1: viva voce examinations for borderline candidates, 2: external examiners meeting with students, 3: review of the degree algorithm, and 4: samples of assessed work for external examiners). It was reported that the initial University response, as detailed in the paper, had been recommended by the University Learning & Teaching Committee with actions being implemented to deliver the recommendations of the External Examiners, if not already completed.

A68. LIBRARY AND INFORMATION STRATEGY COMMITTEE

Professor Shepherd provided an overview of minutes of the last meeting of the Library and Information Strategy Committee (LISC) held on 23rd January 2013. It was highlighted that the group would continue to engage with pedagogical matters; that there had been a soft launch of the University mobile phone app; and that information management and legislative compliance was an important theme to be monitored by the Committee.

It was noted that with regards to section 48(b) IT – PC Lab Usage, that consideration would be given to relocating printers in PC labs around campus based on a feasibility and cost review, and that this could not be guaranteed until the review had been completed.

The Chair of LISC commended Mr Paul Reynolds and his colleagues for the significant improvements to the Library and its customer services, along with achievements in provision of the Sage Journals package. Senators were encouraged to observe the Library statistics and its successes as outlined in the reports from the Library to LISC.

B FORMAL APPROVALS BY SENATE

B69. CODE OF PRACTICE ON POSTGRADUATE RESEARCH DEGREES

Senators were presented with proposed changes to the Code of Practice on Postgraduate

Research Degrees, which had been developed and discussed at Postgraduate Research Directors Forum, Research Degrees Committee and Graduate School Board.

It was noted that the proposed changes provided greater clarity, consistency and detail within the Code of Practice, which would benefit staff supervising research degrees and also to manage the expectations of students. Thanks were expressed to the PGR Directors for their involvement in revising the document.

Senate approved the Code of Practice on Postgraduate Research Degrees.

B70. ACADEMIC AWARDS

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

(a) Taught degrees, diplomas and certificates

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.

(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.

B71. EXTERNAL EXAMINERS

Senate approved the nominations for external examiners.

C RECOMMENDATIONS TO COUNCIL FOR APPROVAL

C72. AMENDMENTS TO STATUTES, ORDINANCES AND REGULATIONS

(a) Ordinance XXVIII

Senate agreed to recommend to Council that the amendment to Ordinance XXVIII be approved.

C73. AWARD OF HONORARY TITLES

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

D FOR REPORT

D74. APPOINTMENTS, RETIREMENTS AND RESIGNATIONS

A list of appointments, retirements and resignations was received and noted.

D75. CHAIR'S ACTION

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

E ANY OTHER BUSINESS



SENATE

ATTENDANCE – 6 MARCH 2013

	Professor Nick Foskett	Vice-Chancellor (Chair)
	Rama Thirunamachandran	Deputy Vice-Chancellor and Provost
	Professor Marilyn Andrews	Pro Vice-Chancellor for the period 2009-2014
A	Kevin Mattinson	Pro Vice-Chancellor for the period 2009-2014
	Professor Mark Ormerod	Pro Vice-Chancellor for the period 2011-2016

DEANS OF THE FACULTIES

A	Professor Andy Garner	Dean of the Faculty of Health
	Professor David Shepherd	Dean of the Faculty of Humanities and Social Sciences
	Professor Pat Bailey	Dean of the Faculty of Natural Sciences

THE DIRECTOR OF PLANNING AND ACADEMIC ADMINISTRATION

Dr Simone Clarke	Director of Planning and Academic Administration
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THE LIBRARIAN

Paul Reynolds

HEADS OF SCHOOLS

	School of Computing and Mathematics: Professor Graham Rogerson
	School of Sociology and Criminology: Dr Bill Dixon
	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: Dr Anne Loweth
A	School of Medicine: Professor Val Wass
A	School of Pharmacy: Professor Nigel Ratcliffe
A	School of Public Policy and Professional Practice: Professor Stephen Cropper
	School of Nursing and Midwifery: Dr Pauline Walsh
	School of Physical and Geographical Sciences: Professor Stuart Egan
	School of Politics, International Relations & Philosophy: Professor Bulent Gokay
A	School of Psychology: Professor Michael Murray

RESEARCH INSTITUTES

A	Institute for Environment, Physical Sciences & Applied Maths: Professor Graham Williams
A	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
A	Institute for Social Sciences: Professor Ann Hughes

MEMBERS OF THE ELECTORAL ROLL

Elected by the Faculty of Health

	Ms Christine Armstrong (Nursing and Midwifery)	2012-2015
	Russell Crawford (Medicine)	2011-2014
A	Carole Davies (Health and Rehabilitation)	2010-2013
A	Dr Paul Horrocks (Medicine)	2010-2013
	Dr Penelope List (Medicine)	2012-2015
	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
A	Dr Jane Boylan (PPPP)	2010-2013
	Professor Michael Haley (Law)	2012-2015
	Professor Calum Paton (PPPP)	2010-2013
	Dr Helen Parr (SPIRE)	2011-2014
A	Dr Nicholas Reyland (Humanities)	2012-2015
	Dr Nicholas Seager (Humanities)	2012-2015
A	Dr James Tartaglia (SPIRE)	2011-2014
	Vacancy (Law)	2011-2014
	[Robin Bell – approved at the meeting of 5 th December 2012]	2012-2015

Elected by the Faculty of Natural Sciences

	Dr Nigel Cassidy (Physical & Geographical Sciences)	2012-2015
A	Professor Douglas A Quinney (Computing & Maths)	2011-2014
	Dr William Kirk (Life Sciences)	2010-2013
A	Dr Alexandra Lamont (Psychology)	2011-2014
	Dr Sue Sherman (Psychology)	2012-2015
A	Dr Frederic Tripet (Life Sciences)	2012-2015

STUDENT REPRESENTATIVES: ELECTED OFFICERS

President of Keele Students' Union

	Joe Turner	2012-2013
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Vice-Presidents of Keele Students' Union

	Ally Bird	2012-2013
	Alex Clifford	2012-2013
	David Plant	2012-2013
	Rachel Hodkinson	2012-2013

President of the Association of Postgraduate Students

	Andy Irwin	2012-2013
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OFFICERS IN ATTENDANCE

A	Dr Jonathan Hughes	HUMSS Postgraduate Director of Learning & Teaching
	Dr Kelvin Johnstone	HUMSS Faculty Director of Learning & Teaching
	Professor David Hoole	Natural Sciences PG 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
	Dorothea Ross-Simpson	Head of Governance & Quality Assurance
A	Dr Brian Doherty	Director of the Research Centre, SPIRE

SECRETARIAT

Jo Sylvester	Governance Officer
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