



MINUTES OF THE MEETING OF SENATE

Held on Wednesday 2nd December 2015

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

The Chair welcomed James Allman and Dr Mark Bacon as observers at the meeting and also Professor David Amigoni to his first meeting as the Pro Vice-Chancellor for Research and Enterprise, whilst also representing as the Head of School of Humanities until January 2016.

26. DECLARATIONS OF INTEREST

Ms Lea and Mr Granger declared an interest in item B37 (academic awards) as they were both proposed to receive postgraduate taught awards.

27. MINUTES AND ACTIONS

(a) Minutes

The minutes of the meeting held on 14th October 2015 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. The actions were noted as completed.

28. MATTERS ARISING

There were no matters arising from the previous meeting.

A POLICY AND STRATEGY ISSUES

A29. VICE-CHANCELLOR'S REPORT TO SENATE

The Vice-Chancellor's report focused on the recent publication of the Higher Education Green Paper, summarising the key proposals in the Green Paper and evaluating the possible impact of the Teaching Excellence Framework proposals.

The Vice-Chancellor highlighted the following themes arising from the Green Paper:

- Proposals on the Teaching Excellence Framework (TEF) and its operation;
- A strong message about improving social mobility, particularly for students from disadvantaged backgrounds and black and minority ethnic (BME) groups;
- Opening of the sector to more 'alternative' and private providers, by providing a more accelerated and single route into higher education;
- Greater emphasis on the need for institutions to provide student protection where provider exit from the market may occur;

- Proposals to ‘simplify the HE architecture’ by creating the Office for Students (OfS), the responsibilities of which will include quality, financial management, WP and promoting the student interest;
- Proposals to alter the mechanism for the dual support research funding model by potentially bringing it under one overarching Research Council body (a proposal which seems to be enforced by the recent Nurse Review);
- Proposals to make the REF more metric-intensive and reduce the bureaucratic burden of the exercise.

It was reported that the Vice-Chancellor’s Forum on 8th December 2015 would be a mechanism to provide colleagues across the University with an opportunity to share their views and to inform the consultation response. The Vice-Chancellor encouraged staff to provide feedback on the Green Paper by email to either directly to the Vice-Chancellor or the Pro Vice-Chancellor (Education & Student Experience). It was noted that the feedback from staff would be summarised and reported to the next meeting of Senate.

Members were informed that HEFCE had published a framework setting out how it would monitor compliance with the new Prevent duty in the higher education sector in England. It was noted that the University, along with the rest of the sector, would need to submit a self-assessment of the levels of preparedness by 22nd January 2016, followed by more detailed information later in the year.

Senate also noted the success of the University winning the prestigious *Times Higher Education award for Widening Participation or Outreach Initiative of the Year* for the Stardome project, in which young people are taken on a visual trip around the Galaxy in an inflatable dome. On behalf of Senate, the Vice-Chancellor congratulated those involved with the project and, in particular, the many student ambassadors.

A30. SENATE DISCUSSION FORUM – Engagement and Partnerships

Dr Mark Bacon, Director of Engagement and Partnerships, delivered a presentation to the Senate on the development of a strategy for engagement and partnerships to support the University’s vision to 2020.

The presentation provided an overview of:

- The evidence based and strategic approach that would be adopted by the Directorate of Engagement and Partnerships (DEP) to deliver against the University Strategy to 2020;
- The DEP Strategy Delivery Plan 2015/16, which would focus on building significant capacity for engagement;
- The proposed structure of the DEP and the role of each service function;
- DEP’s strategy to access devolved funding in order to build capacity in the form of new facilities, new posts and partnerships;
- The projects under development include building capacity to support SMEs through student placement in businesses; a smart energy network demonstrator; and a clinical research and development facility at the hospital site.

A31. STUDENT OFFICERS’ REPORTS

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

Senate received the report from the President of KeeleSU and noted that the Democratic Review had been completed and resulted in changes to the Constitution and Standing Orders, which had passed through the KeeleSU governance approval process and presented to Senate in item C41. Updates were provided on key work streams being undertaken by the KeeleSU Officers, primarily focussed on various campaigns outlined within the report. It was also reported that a group of KeeleSU Officers and students would be travelling to London to support the NUS Cut the Cost

Campaign in response to the government's Spending Review, where there is the intention to move to a loan-based system, rather than maintenance grants for full-time students.

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

Senate received an oral report from the President of the KPA and noted the involvement of the KPA in a postgraduate recruitment event targeting undergraduate students, but also graduates from the local area. The President reported that the KPA Officers were monitoring the Immigration Bill and its implications for Keele students, under which landlords would need to complete a visa check on all tenants that are international students.

It was reported that the Disbursement Committee was due to meet shortly to consider the bursary applications and the allocation of funding. It was also noted that KPA Officers were preparing for a by-election; also liaising with KUBE radio on a fundraising event; alongside the preparations for Christmas activities to be offered to students, particularly international students residing locally during the vacation period.

A32. ITEM COMMERCIAL IN CONFIDENCE

A33. ANNUAL REPORT OF THE LIBRARY

As an outcome of the University Committee Review 2014/15, it was agreed that the University Librarian should produce an annual report for Senate.

The University Librarian reported that the National Student Survey score for the Library had increased to above the sector average and that the 2015 Times Higher Education student survey had placed the University's Library as the best nationally. Furthermore, it was reported that, based on footfall, the University Library was one of the busiest libraries in the country. Members were also informed that there had been a significant increase in the provision of academic collections, particularly the full Wiley collection and online access to Nature and Science journals.

KeeleSU officers commended the University Librarian for the achievements to improve the Library environment and its resources and that they were interested to work with Student Support & Development Services to promote the use of other common room spaces available across campus.

The report also highlighted some of the priorities for the 2015/16 academic year, primarily relating to the new Library Management System and monitoring the impact of the national negotiations for large journals, most notably Elsevier's Science Direct service, which could have significant cost and resource implications for the University Library.

Senate commended the University Librarian and his team for the achievements during 2014/15.

A34. REPORT INTO THE REVIEW OF UNIVERSITY EXAMINATION BOARDS

Senate received the report following the Review of Examination Boards that was carried out on behalf of the Senate between March and October 2015. The Examination Board Review Group proposed fourteen recommendations within the report, for which approval from Senate was sought, with the aim of further strengthening, and improving the transparency and consistency of the University's examination board arrangements.

Senators welcomed the proposed recommendations as a demonstration of the University's commitment to robust academic standards; however, there was concern expressed about Recommendation 6, which proposed that the Head of School would normally be the Chair of all undergraduate examination boards. Following discussion, it was agreed that the terms of reference should feature an option to allow the role of Chair to be delegated should it need to be.

It was also noted that the Head of Governance and Quality Assurance would work with individual Schools to ensure that the proposals within the report can be adopted and be compatible with local arrangements.

It was reported that the Chairs would be proposed at the next meeting of Senate in March 2016.

Senate resolved:

That the proposed recommendations be approved, subject to the amendment of wording within Recommendation 6 to state that the Chair would normally be the Head of School, but that this responsibility may be delegated consistent with the procedure for postgraduate taught award examination boards.

And:

That the proposed changes to Ordinance V and Regulation 9 be approved.

A35. UNIVERSITY LEARNING & TEACHING COMMITTEE

Senate received the minutes from the meeting of the University Learning & Teaching Committee held on 10th November 2015.

It was highlighted that an initiative had been established to develop the academic practice of undergraduate students, focussing on discipline-specific skills and the broad knowledge expected of a good student. It was noted that the initiative would be supported by the Student Learning team (within SSDS) and would engage all academic staff, with the aim of identifying good practice and identifying gaps in provision where further support may be needed.

Professor Cownie also reported that the StARs Champions based within the Schools would be invited to a follow-up training and networking event which would be held on 10th December.

Members discussed the Keele Teaching Excellence Awards and supported the proposals to add new criterion to make explicit the expectation that engaging in the scholarship of teaching was a core concept underpinning the scheme and also the new two-stage assessment process (involving both staff and students) with an open call in early 2016 for applications to join Faculty panels. Some members expressed concerns about the transparency of the process as a result of staff being able to nominate their own colleagues for an award. Professor Cownie agreed to feed back the comments of Senators at the next ULTC meeting and to reconsider the mechanism to identify the most deserving staff for the awards.

A36. RESEARCH COMMITTEE

Senate received a report summarising the recent research grant awards and an oral report of the University Research Committee meeting held on 16th November 2015.

It was reported that the Research Committee received presentations from the Director of Engagement and Partnerships, Dean of Internationalisation, European Research Funding Manager, and from Faculties and Research Institutes, including the potential impact case studies for the next REF. The Research Committee also received a paper with an analysis of the Postgraduate Research Experience Survey 2015, which showed very positive results for Keele, improving on previous years with average or above average scores in each category when compared against the rest of the pre-92 university group.

Senate noted the significant research grant award successes, particularly within the Institute of Science Technology in Medicine and the Institute of Primary Care and Health Sciences.

The Chair thanked Professor Ormerod for his achievements during his appointment as the Pro Vice-Chancellor for Research and Enterprise.

B FORMAL APPROVALS BY SENATE

B37. ACADEMIC AWARDS

Senate **resolved:**

That 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) be approved.

(a) Taught degrees, 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**.

B38. STUDENT PRIZES AND FUNDS

(a) Establishment of New Prizes and Amendments to Existing Prizes

Senate **resolved:**

That the nominations for the student prizes recommended by the course examination boards, as listed in the paper be **approved**.

(b) Award of Prizes

Senate **resolved:**

That the nominations for the student prizes recommended by the course examination boards, as listed in the paper be **approved**.

B39. ADMISSIONS COMPLAINTS AND APPEALS POLICY

Senate received the Admissions Complaints and Appeals Policy that outlined proposed amendments arising from a recent review to ensure that the Policy reflected the terminology and process consistent with both the Competition Markets Authority's (CMA) and Supporting Professionalism in Administration's (SPA) guidance on consumer law changes. It was noted that the main change would be the inclusion of a two stage formal process for complaint and appeal.

Senate **resolved**:

That the amendments to the Admissions Complaints and Appeals Policy, as described in the paper, be **approved**.

C RECOMMENDATIONS TO COUNCIL FOR APPROVAL

C40. REPORT OF HONORARY DEGREES COMMITTEE

Senate **resolved to recommend to Council that:**

The recommendations of the Honorary Degrees Committee be approved, whilst also noting that the content of the report remain strictly confidential until the proposed recipients have been approved by Council.

C41. REPORT OF PROPOSED AMENDMENTS TO THE CONSTITUTION OF KEELESU

Senate received a report highlighting the proposed revisions to the KeeleSU Constitution. Members were informed that KeeleSU had undergone a review of its democratic structure, processes and positions, resulting in the proposal to create a flat-structured full-time officer team and, as such, renaming of the roles.

The report outlined the new roles and titles for the five full-time officers; proposed that the part-time officers cease to exist; the re-merging of democratic zones into Union Council and renaming of their governance bodies. It was also reported that there were proposed amendments to KeeleSU election regulations and voting processes.

It was noted that University Statutes, Ordinances and Regulations would be reviewed by the Governance team to identify the necessary amendments required to be consistent with the proposed changes within the KeeleSU Constitution.

Senate **resolved to recommend to Council that:**

The proposed amendments to the Constitution **be approved in principle**, subject to any further minor amendments following a review by the Secretary to Senate;

And:

Senate **resolved that** the Chair of Senate had delegated authority, on behalf of Senate, to approve any further minor amendments to the KeeleSU Constitution before its submission to Council for final approval.

C42. REPORT OF PROPOSED AMENDMENTS TO THE CONSTITUTION OF THE KPA

Senate received proposed revisions to the Constitution of the KPA following a review of the governance structures within the KPA. It was also highlighted that many of the changes are for the purposes of clarity and to reflect changes to terminology.

It was noted that University Statutes, Ordinances and Regulations would be reviewed by the Governance team to identify the necessary amendments required to be consistent with the proposed changes within the KPA Constitution.

Senate resolved to recommend to Council that:

The proposed amendments to the Constitution **be approved in principle**, subject to:

- Amendment of Standing Order, Section 4.1.1a, with regards full KPA membership, that the wording states "...students...registered at Keele University";
- Amendment of Standing Order, Section 7.2.1b, with regards Senate membership, that the wording states "President and Vice-President only";
- And any further minor amendments following a review by the Secretary to Senate;

And:

Senate **resolved that** the Chair of Senate had delegated authority, on behalf of Senate, to approve the further minor amendments to the KPA Constitution, before its submission to Council for final approval.

C43. 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.

C44. AMENDMENTS TO STATUTES, ORDINANCES AND REGULATIONS

(a) *Regulation 8 - General Regulations for the Conduct of University Examinations and Assessments*

Members discussed the proposed changes to Regulation 8 and noted that students with disabilities or exceptional circumstances would continue to be advised to contact Student Support and Development Services.

Senators discussed the need for clarity in the wording of section 8.17 for the benefit of the students and administrators, in relation to the requirement that no part of the answer book should be torn off or separated in any way. It was noted that the declaration form was detachable. It was also agreed that within each examination room there should be an interpreter of the University Regulations. Professor Cownie agreed to consult with the Head of Student Records and Exams to identify the suitable wording before proposal to Council.

Senate resolved to recommend to Council that:

The proposed amendments to Regulation 8 be approved, subject to further clarity and revisions to the wording in section 8.17 of Regulation 8.

(b) *Regulation 17 (a) 1 – Business Review Committee*

Senate resolved to recommend to Council that:

The proposed amendments to the terms of reference for Business Review Committee, as set out in Regulation 17(a)1, be approved.

(c) *Regulation 17 (b) 4 – Research Ethics Sub-Committee*

Senate **resolved to recommend to Council that:**

The proposed minor amendments to the terms of reference for Research Ethics Sub-Committee, a sub-committee of Research Committee, as set out in Regulation 17(b)4, be approved.

(d) *Regulation 17 (b) 4 – Research Governance Steering Committee*

Senate **resolved to recommend to Council that:**

The proposed minor amendments to the terms of reference for Research Governance Steering Committee, a sub-committee of Research Committee, as set out in Regulation 17(b)4, be approved.

(e) *Various Regulations relating to Planning & Academic Administration*

Senate **resolved to recommend to Council that:**

The proposed amendments to various Regulations in order to comply with admissions requirements and Tier 4 sponsorship be approved, along with the transfer of responsibilities arising from the resignation of the Deputy Director of Planning & Academic Administration.

C45. AWARD OF HONORARY TITLES

Senate **resolved to recommend:**

That the award of honorary titles be approved by Council.

C46. SENIOR APPOINTMENTS

Senate **resolved to recommend:**

That the following appointments be approved by Council:

Dr Alison Brammer - Head of the School of Law.

D FOR REPORT

D47. ACADEMIC STANDARDS & STUDENT ACHIEVEMENTS

(a) External Examining Overview Report 2014/15

Senate received the External Examining Overview Report, for undergraduate provision for the academic year 2014/15, for the purpose of providing the University with (i) assurances on the quality and standards of academic programmes in comparison with other institutions within the UK; (ii) and also with the operation of the external examining process.

Senate was satisfied that the report found that a significant majority of the reports were highly complementary about the quality and standards of the programmes and identified a range of good practice, most notably regarding exemplary feedback provided on assessed work. It was noted that the recommendations of the report had been transposed into an action plan, with timescales for completion achievable by the end of the 2015/16 academic year.

(b) Faculty Chief External Examiners' Report 2014/15

Senate received and noted the Faculty Chief External Examiners' Report 2014/15 for the Faculty of Humanities and Social Sciences and Faculty of Natural Sciences.

D48. APPOINTMENTS, RETIREMENTS AND RESIGNATIONS

A list of appointments, retirements and resignations was received.

D49. ANY OTHER BUSINESS

(a) Senate Cover Sheets

It was noted that the equality and diversity check boxes on some of the Senate cover sheets had not been accurately completed. It was agreed that the report authors should be reminded to check that all sections of the cover sheet are completed correctly and that staff within the Governance team would review before the circulation of Senate papers, with particular attention to the equality and diversity section of the form.

(b) Winter Degree Ceremony

The Chair reminded staff of the winter graduation ceremony to be held in January and encouraged Senators to participate in the procession where possible.



SENATE

ATTENDANCE – 2nd December 2015

- (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 David Shepherd Dean of the Faculty of Humanities and Social Sciences and Pro Vice-Chancellor (Library & Information Strategy)
A 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 Mrs Emma Christmas Acting Director of Planning and Academic Administration
- (d) **Librarian**
Mr Paul Reynolds
- (e) **Heads of Departments and Schools Academic Schools:**
A School of Computing and Mathematics: Professor Graham Rogerson
School of Social Science and Public Policy: Professor Steven M. Shardlow
Keele Management School: Professor Kurt Allman
School of Health & Rehabilitation: Dr Catherine Bücher
School of Humanities: Professor David Amigoni*
School of Law: Professor Andrew Francis
School of Life Sciences: Professor David Hoole
A School of Medicine: Professor Andrew Hassall
School of Pharmacy: Professor Nigel Ratcliffe
School of Nursing and Midwifery: Dr Pauline Walsh
School of Physical and Geographical Sciences: Professor Stuart Egan
School of Politics, Philosophy, International Relations & Environment: Professor Brian Doherty
A 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

Elected by the Faculty of Health

	Dr Sue Ashby (Nursing & Midwifery)	2015-2018
	Dr Russell Crawford (Medicine)	2014-2017
	Dr Jackie Waterfield (Health & Rehabilitation)	2013-2016
	Dr Katie Maddock (Pharmacy)	2013-2016
	Ms Jan Davison (Health & Rehabilitation)	2015-2018
A	Dr Clare Jinks (Primary Care & Health Sci)	2015-2018
A	Ms Daxa Knowles (Pharmacy)	2014-2017
A	Dr Nicholas Forsyth (Medicine)	2014-2017
	Mrs Kim Sargeant (Nursing & Midwifery)	2015-2018
	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 Siorcha Uí Chonnachtaigh (Law)	2013-2016
A	Dr Helen Parr (SPIRE)	2014-2017
A	Professor Tsachi Keren-Paz (Law)	2013-2016
	Ms Robin Bell (Language Learning Unit)	2015-2018
	Dr Stephen French (Keele Management School)	2014-2017
A	Dr Ceri Morgan (Humanities)	2014-2017

Elected by the Faculty of Natural Sciences

	Professor Peter Andras (Computer Sciences)	2015-2018
	Dr Sharon George (Physical & Geographical Sciences)	2013-2016
A	Dr Nigel Cassidy (Physical & Geographical Sciences)	2015-2018
	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	
	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
	Mr Nick Reeves	2015-2016

	President of the Association of Postgraduate Students	
	Mr Jon Granger	2015-2016

(i) Interim Secretary to Senate

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

	Dr Mark Bacon	Director of Engagement & Partnerships (for items 26-30 only)
	Dr Jon Herbert	HUMSS Faculty Director of Learning & Teaching

Dr Richard Waller	Natural Sciences Faculty Director of Learning & Teaching
Professor Lindsay Bashford	Health Faculty Director of Learning & Teaching
Professor Julius Sim	Health Postgraduate Director of Learning & Teaching
Mr Adam Hughes	Vice President, KPA
Ms Hannah Wilkinson	Finance Secretary, KPA
Mr Robert Meredith	Association Secretary, KPA
Ms Dorothea Ross-Simpson	Head of Governance & Quality Assurance, PAA
Mr James Allman	Treasury & Research Accounting Manager, Finance & IT (Observer)

SECRETARIAT

Ms Jo Sylvester	Governance Officer, PAA
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