



MINUTES OF THE MEETING OF SENATE

Held on Wednesday 5th December 2012

The Vice-Chancellor welcomed Professor Nigel Ratcliffe to his first meeting and Jo Sylvester as new Minute Secretary to Senate. Members were informed that papers would be available on the KLE for all future meetings and any amendments or late papers would be uploaded to the KLE.

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

30. MINUTES AND ACTIONS

(a) Minutes

The minutes of the meeting held on 3rd October 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

A31. VICE-CHANCELLOR'S REPORT TO SENATE

The Chair introduced his report to Senate, highlighting the work on the University's medium to long term strategy in relation to the seven key areas: Research, Undergraduate Education, Postgraduate Education, International Education, Student Experience, Sustainability and Resources. It was noted that a consultation process had been initiated to consider these areas to allow Keele to position itself in a rapidly changing market for the period beyond 2015.

Members were informed that feedback on the strategic aims would be obtained through the Committee system, from the visits to Schools and Directorates and also from strategic working groups and UEC discussion. It was also reported that the Council Away Day would be an opportunity for Council members to engage and provide feedback.

A32. STUDENT OFFICERS REPORTS

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

Senate received the report of the President of KeeleSU, which included an overview of charity work and fundraising on campus, the student experience feedback session and the events that took place for the official opening of the ground floor of the Union and the unveiling of the Forest of Light sculpture. It was reported that since the refurbishment, the Union building had experienced an increase in footfall and demand for services.

Mr Turner commended Ms Ally Bird for her work on the StARs Review and the Academic Warning Policy, in collaboration with Dr Clarke (PAA) and Mr Irwin (KPA).

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

Senate received the report of the President of the KPA. Mr Irwin highlighted that he had been working with Mr Reynolds on Library opening hours and with Dr Clarke on the Academic Warning Policy. He expressed his thanks for being given the opportunity to contribute to the review of the Academic Warning Policy and related processes to ensure it was both student-friendly and supported a positive student experience.

It was reported that the KPA welcomed engagement with the Library to ensure that the impact of the Finch Review recommendations were monitored, particularly in terms of financial constraints and students access to academic materials.

The recent HEFCE report on postgraduate education highlighted concerns that a combination of financial constraints and immigration restrictions could significantly affect participation in postgraduate education. Mr Irwin added that the KPA would work with the National Union of Students and national campaigns and the University to raise awareness of the importance and accessibility of financial support for postgraduate students.

A33. INSTITUTIONAL REVIEW – SELF EVALUATION DOCUMENT (SED)

Senators were provided with an overview of the Institutional Review, which would be conducted by the Quality Assurance Agency (QAA) for the week 11-15 March 2013, and the purpose and the importance of the SED that requires submission to the QAA by 19th December 2012. An evidence bank is being developed to substantiate information provided in each of the sections of the SED, including the final section being the University's chosen theme for audit "The first year experience at Keele (undergraduate)".

It was reported that an Institutional Review Steering Committee had been established and recently had met on a weekly basis until the submission of the SED and would continue to meet routinely to prepare for the spring visit. Members were informed that positive feedback had been received from an external consultant who has reviewed the draft SED and his suggestions had been incorporated. Whilst the evidence repository that will be submitted with the SED on the 19th December has been largely prepared, Senators were advised that staff around the University had and would continue to be asked for information and to support preparatory work for the Review visit in March. The Review will focus on the processes of the institution and evidence that these have been operated consistently across the University over the period from 2008 to 2013. In that context it was pointed out that there have been a number key enhancements to processes and procedures recently, some which may not be operating sufficient time for the reviewers to form a judgement but may attract an 'affirmation' where appropriate.

It was pointed out that there were references to the Academic Quality and Standards Manual (AQSM) in the SED for Institutional Review, but that the Annual Report (item D50 below) had highlighted to Senate that the AQSM format was no longer deemed to be the best vehicle to serve the University's requirement to make up to date and accurate information available to all staff. The Head of Governance & Quality Assurance explained that the QA webpages would now serve instead as the definitive source of information and guidance on all quality assurance matters. She agreed that this should be further clarified in the SED in the final version.

ACTION: Dr Clarke.

Student Written Submission (SWS)

KeeleSU circulated the draft SWS to Senate members for information only. The Chair introduced the SWS stating that it was presented to Senate in the spirit of collaboration and partnership, and that it represented an early draft of the Submission that would be sent in late December 2012. Ms Bird also provided an overview of the SWS and reported that some members of University staff had provided feedback and had been assisting with

the structuring and use of language, and that the final draft would be submitted to the student body for approval before submission directly to the QAA.

The Chair thanked those who had contributed to the SED and for the hard work of staff in preparation for the Institutional Review, including those in KeeleSU for their engagement and efforts to produce the Student Written Submission.

Senate approved the University's Self-Evaluation Document and agreed that minor amendments would be authorised by the Chair, on behalf of Senate, for submission to the QAA on 19th December 2012.

A34. ACADEMIC YEAR

Senate received the proposals of a model to revise the academic year for implementation in 2014/15. Professor Andrews reported that the revisions to the academic year structure were based on educational principles to provide a structure that was transparent, equitable and consistent, which would support a learning environment that enables students to optimise achievements of learning outcomes of individual modules and of their programme as a whole. It was noted that broad consultation had taken place through open meetings and focus groups as well as through the committee system during the past year.

Discussion centred on the following matters:

- That there was no consistency across the Higher Education sector, but that best practice justified the proposed model with regards the duration of the Easter period and the Personal Professional Development (PPD) weeks;
- That there had been an increase in the number of institutions moving to a model with a shorter Easter vacation;
- That Year 3, Semester 2 had been identified as problematic due to the compressed and fragmented timing structure resulting in increased pressure on students to achieve the learning outcomes;
- That there was a need to conduct an Assessment Review, by the Curriculum Development Team, to focus on the number of exams throughout the year, particularly the number scheduled during the second semester, and to consider reducing the number whilst maintaining quality and academic standards;
- That efficiencies in the processes were needed to reduce onerous marking;
- That there were benefits to the students for moving the PPD to the end of the academic year to improve engagement;
- That the proposed model would provide benefits for students who are required to re-sit Level 1 modules during Level 2;
- That guidance was needed for staff, as well as students, to clarify the purpose, the scope and the responsibilities during the PPD weeks;
- That further consideration would be required for the planning and timing of fieldwork and placements;
- That further consideration should be given to the impact on time availability for research, conferencing and networking by academic staff;
- That Trade Unions had expressed concerns about availability for taking annual leave by academic and administrative staff;
- That reports had been received from students about the disruption caused by inconsistencies in timings of assessments and that a review would be welcomed.

In summary, there was no disagreement in the fundamental principle to review the academic year; members agreed that the student experience should be paramount in the Assessment Review; that best practice observed at other universities should be considered, particularly, to resolve the challenges of fieldwork arrangements and guidance for PPD weeks.

The range of strong concerns raised was also noted and a member of Senate requested a vote on the issue. In compliance with the Standing Order for Senate, the Chair called for a vote to identify acceptance with the proposition to hold a vote to approve the revised Academic Year on the basis of majority consensus of the eligible voting members.

Of those members eligible to vote:
38 members voted in favour of a vote
7 members voted against a vote

On this basis, a vote took place to decide whether the academic year proposal be approved in principle.

Of those members eligible to vote:
30 members voted in favour of approval
12 members voted against approval.

Senate resolved to approve the academic year proposal outlined in Model 2A of the paper for implementation in 2014/15, subject to further work as part of the Assessment Review.

A35. HOME/EU ADMISSIONS

(a) Admissions Position for 2013 Entry

Senate received the Home/EU Admissions Report for 2013 entry, including indicators of what was thought that the student number control would be for HEFCE fundable full-time undergraduate recruitment and initial applications data, along with sector comparisons.

Dr Clarke reported that applications to Keele were down 8%, when analysed on the date of the meeting; however, the University was in line with the rest of the sector and less than 1% difference from the benchmark group. It was reported that the Admissions Team were working hard to convert as many applications as possible and that this year there was a national trend of students applying to universities later than in previous years.

It was noted that at present it was a volatile market for the Higher Education sector and that the University would continue to monitor trends, with further detailed information and analysis by discipline possible in January 2013, followed by a report to Senate at the March meeting.

(b) Geographical Location of AAB+ Students

Senate received a report that provided information on two items requested at the last meeting of Senate held on 3 October 2012: comparative information on grades on entry and the geographical origin of AAB students. Geographical origin data was also provided for ABB students, as these students would be removed from the student number control for 2013/14 intake, as set by HEFCE.

It was reported that the University's Tariff Score Mean was 331 in 2010/11; 338 in 2011/12; and 328 in 2012/13; and therefore, no significant conclusions could be drawn to identify that entry standards had been compromised during the 2012 intake of students.

Members observed that the data demonstrated a large proportion of ABB+ students were recruited in the local proximity (50mile radius).

A36. PERSONAL TUTORING CODE OF PRACTICE FOR PGT STUDENTS

The Personal Tutoring Code of Practice for Postgraduate Taught Students (PGT) was presented to Senate for formal approval, which sets out a series of actions to ensure PGT students receive equitable high quality personal tutoring tailored to students' needs.

Senate noted the need for consistent and fair treatment for PGT students across the University with opportunities for structured engagement with personal tutors. It was reported that the PGT landscape at Keele was very diverse and, therefore, the Code of Practice required flexibility to cover all parameters and typology of students.

Senate approved the Personal tutoring Code of Practice for PGT Students.

A37. RESEARCH COMMITTEE

Due to the timing of the meetings, the Research Committee was unable to provide a written report to Senate. Professor Ormerod, Chair of the Research Committee, provided a verbal update on the matters of discussion, including:

- That it was less than 12 months until the Research Excellence Framework (REF) submission date and that Research Institute (RI) Managers and Directors were working hard in the early preparations for the University's submission;
- That all RIs and Research Centres had a REF Steering Group that would be meeting regularly during the next 12 months, and that each would be holding Away Days in preparation for the REF and to focus research objectives for the medium-long term future;
- That the Impact Case Studies were continuing in development;
- That the decrease in QR funding from HEFCE, due to the removal of funding for 2* research, could be off-set by the 12% increase in funding due to the increase in the number of postgraduate researchers (PGRs);
- That the RIs were working hard to maintain the increase in recruitment of international PGRs, despite the complications due to changes in immigration controls; assisted by international marketing and the dissemination of the University's research strengths;
- That the impact of the Finch Review would be monitored by Research Committee, along with the funding opportunities for Article Processing Costs;
- That the open access to research datasets would be monitored by Research Committee;
- That several significant research grants had been successfully awarded to Keele, including two new Marie Curie grants;
- That the Vice-Chancellor would be visiting all RIs during the next few months;
- That the business of Graduate School Board was considered;
- That RI Directors provided verbal updates at the meeting of Research Committee on matters relevant to respective RIs.

A38. UNIVERSITY LEARNING & TEACHING COMMITTEE

Senate received and noted the report of the meeting of the University Learning & Teaching Committee (ULTC) held on 19th September 2012. It was also noted that the report of the ULTC meeting held on 21st November would be submitted to the next meeting of the Senate.

A39. REPORT OF THE LIBRARY AND INFORMATION STRATEGY COMMITTEE

Senate received and noted the report of the meeting of the Library and Information Strategy Committee (LISC) held on 14th November 2012.

B FORMAL APPROVALS BY SENATE

B40. ACADEMIC WARNING POLICY

At its meeting on the 3 October 2012 Senate received a proposal to revise the Academic Warning Policy and associated regulations in the light of changing external requirements, particularly associated with the UK Border Agency. At that meeting, Senate requested a task and finish group be formed to consider the concerns raised over the proposed change expressed by student representatives. The group was also asked to re-scope the policy and associated regulations to focus exclusively on student engagement and attendance and remove the notion of 'failure to reach a satisfactory standard' which confused engagement and academic progress (which was covered by other regulations and processes).

Senate received a report that outlined the options discussed by the task and finish group, and which recommended that option a – the original proposal – be taken forward. The paper also included proposed changes to the regulations and documentation supporting the policy.

It was noted that communications and operating procedures will also be developed by the group to ensure that academics and students are confident in the meaning and transposition of the Policy.

Senate approved the Academic Warning Policy and associated changes to the University Regulations, subject to minor textual changes proposed by a student senator that would be approved by Chair's Action [*Secretary's Note: Minor amendments to phraseology had been completed after the meeting and approved by the Chair*].

ACTION: Chair and Dr Clarke.

B41. INTERIM AMENDMENTS TO THE CODE OF PRACTICE FOR COLLABORATIVE PROVISION

In the light of emerging guidance from the QAA, and the need to reflect recent changes to the terms of reference of governance committees in relation to collaborative provision, it was necessary to present to Senate an interim update to the Code of Practice on Collaborative Provision.

Ms Ross-Simpson summarised the key changes and informed Senate that a full revision of the Code of Practice on Collaborative Provision would be submitted to Senate in 2013 once the QAA have published Chapter B10 'Managing Collaborative Arrangements' of the UK Quality Code.

Senate approved the interim amendments to the Code of Practice for Collaborative Provision.

B42. PROGRAMME WITHDRAWAL PROCESS

Senate received a revised version of the Programme Withdrawal Process, which set out guidance and a report template for a formal process for the withdrawal and suspension of programmes of study or principal subjects.

Discussion centred on the need for flexibility concerning the time within the academic year when this process can be initiated, to allow the University to systematically and efficiently respond to situations, such as a cut in external funding streams.

Senate approved the Programme Withdrawal Process, acknowledging that further guidance would be provided to the Schools.

B43. SENATE BY-ELECTIONS

Senate approved the election of Robin Bell as a member of the Senate to replace Denise Wolstenholme as a representative from the Faculty of Humanities and Social Sciences.

B44. 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.

B45. EXTERNAL EXAMINERS

Senate approved the nominations for external examiners.

C RECOMMENDATIONS TO COUNCIL FOR APPROVAL

C46. REPORT OF THE HONORARY DEGREES COMMITTEE

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

C47. AMENDMENTS TO STATUTES, ORDINANCES AND REGULATIONS

(a) *Regulation 2A*

Senate recommended to Council that the amendments be approved.

(b) *Regulation 17.A.6: Occupational Health & Safety Committee*

Senate recommended to Council that the amendments be approved.

(c) *Regulation 17.A.7: Joint Committee for Honorary Degrees*

Senate recommended to Council that the amendments be approved.

(d) *Regulation 17.A.8: Nominations Committee*

Senate recommended to Council that the amendments be approved.

(e) *Regulation 17.B.1: Faculty Learning & Teaching Committee*

Senate recommended to Council that the amendments be approved.

(f) *Regulation 17.B.1: Foundation Year & Electives Sub-Committee*

Senate recommended to Council that the amendments be approved.

(g) *Regulation 17.B.3: Research Committee*

Senate recommended to Council that the amendments be approved.

(h) *Regulation 17.B.3: Research Ethics Sub-Committee*

Senate recommended to Council that the amendments be approved.

(i) *Regulation 17.B.4: Graduate School Board*

Senate recommended to Council that the amendments be approved.

C48. AWARD OF HONORARY TITLES

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

C49. APPOINTMENTS

Senate recommended approval of the following appointments to Council:

- (a) Professor Michael Murray's term as Head of School of Psychology be extended to 30 August 2014.
- (b) Professor Stephen Cropper's term as Acting Head of School of Public Policy and Professional Practice be extended to 31 July 2013.
- (c) Dr John Hegarty's term of office as Acting Head of School be extended to 31 January 2013.

D FOR REPORT

D50. QUALITY ASSURANCE AND ENHANCEMENT OVERVIEW REPORT 2011-2012

Members received the Quality Assurance and Enhancement Annual Report, as agreed at Senate in June 2011, which was submitted from University Learning & Teaching Committee and Quality Assurance Committee.

The report provided the necessary assurances, with some recommendations for improvements, following the annual review of the effectiveness of the structures and processes in place for the quality assurance and enhancement of the University's awards and the student learning experience.

Senate noted the report.

D51. APPOINTMENTS, RETIREMENTS AND RESIGNATIONS

A list of appointments, retirements and resignations was received.

D52. CHAIR'S ACTION

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



SENATE

ATTENDANCE – 5 DECEMBER 2012

Professor Nick Foskett	Vice-Chancellor (Chair)
Rama Thirunamachandran	Deputy Vice-Chancellor and Provost
Professor Marilyn Andrews	Pro Vice-Chancellor for the period 2009-2014
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

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

A	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: Dr Anne Loweth
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: Dr John Hegarty

RESEARCH INSTITUTES

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

MEMBERS OF THE ELECTORAL ROLL

Elected by the Faculty of Health

	Ms Christine Armstrong (Nursing and Midwifery)	2012-2015
	Russell Crawford (Medicine)	2011-2014
	Carole Davies (Health and Rehabilitation)	2010-2013
A	Dr Paul Horrocks (Medicine)	2010-2013
	Dr Penelope List (Medicine)	2012-2015
A	Dr Stuart McBain (Medicine)	2011-2014
	Dr Alison Pooler (Nursing and Midwifery)	2011-2014
	Carole Watkins (Health and Rehabilitation)	2011-2014

Elected by the Faculty of Humanities and Social Sciences

	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
	Dr Nicholas Reyland (Humanities)	2012-2015
	Dr Nicholas Seager (Humanities)	2012-2015
	Dr James Tartaglia (SPIRE)	2011-2014
A	Professor Stephen Wilkinson (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
	Professor Douglas A Quinney (Computing & Maths)	2011-2014
	Dr William Kirk (Life Sciences)	2010-2013
	Dr Alexandra Lamont (Psychology)	2011-2014
	Dr Sue Sherman (Psychology)	2012-2015
	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 Hodgkinson	2012-2013

President of the Association of Postgraduate Students

	Andy Irwin	2012-2013
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OFFICERS IN ATTENDANCE

	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
	Dr Brian Doherty	Director of the Research Centre, SPIRE

SECRETARIAT

	Jo Sylvester	Governance Officer
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