



## MINUTES OF THE MEETING OF SENATE

Held on Wednesday 9<sup>th</sup> March 2016

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

The Deputy Vice-Chancellor and Provost welcomed Senators to the meeting and explained that the Vice-Chancellor was an invited speaker at the Universities Australia Higher Education Conference in Canberra and was, therefore, not able to be present at the meeting so he would be taking the Chair.

### 50. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 51. MINUTES AND ACTIONS

- (a) Minutes  
The minutes of the meeting held on 2<sup>nd</sup> December 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.

### 52. MATTERS ARISING

- (a) **Keele Teaching Excellence Awards** – Professor Cownie confirmed that, following discussions at the last meeting of Senate, she had undertaken benchmarking of the Keele scheme against similar schemes at other institutions. The exercise had confirmed that self-nomination was common alongside staff or student nominations. It was also noted that self-nomination was a key factor in mitigating unconscious bias.

Discussion of the findings had taken place with the Faculty Directors of Learning and Teaching and Dr Jackie Potter from the Learning and Professional Development Centre. Agreement had been reached that the Keele system was fair, that the application and selection process was robust, and that nomination was no guarantee of an award.

- (b) **Examination Board Review**- Ms Ross-Simpson reported that the Examination Board review group had reviewed their recommendations, as requested by Senate on 2<sup>nd</sup> December 2015, and had revised the wording in the relevant Ordinance and Regulation to reflect that the Head of School **or a nominee** could chair undergraduate examination boards. The full wording was available in paper C3 (a). Guidance would be issued ahead of the next examination session.

## **A POLICY AND STRATEGY ISSUES**

### **A53. VICE-CHANCELLOR'S REPORT TO SENATE**

The Chair noted the points raised in the Vice-Chancellor's report and highlighted to Senators that, since submission of the report, the Department for Business, Innovation & Skills had issued the Grant Funding Letter for 2016/17 to HEFCE.

It was noted that further cuts to capital teaching funding for 2016/17 were expected in light of the outcome of the Spending Review. Within that context, the salient points of the letter included a commitment to maintain the research ring-fence and funding for high-cost subjects, including STEM, in recognition of the importance of science to economic growth.

It was reported that the letter refers to the effect of the removal of the Student Number Control in 2015/16, allowing popular institutions to grow and increase tuition fee income. The Chair highlighted that Keele had benefited significantly from the removal of the cap. The letter also confirmed that Widening Participation was to be a priority in order to support the delivery of the Prime Minister's participation goals for students from deprived backgrounds, with a commitment to rewarding institutions who recruit high numbers of disadvantaged students. Geographically, Keele was well placed to respond to this given the recognised needs within the local area.

The Chair confirmed that the letter refers to the establishment of the new Office for Students, which was to encompass functions currently undertaken by HEFCE but would not include research funding, which would sit with the newly formed Research UK. The letter also re-affirmed the commitment to maintaining the Dual Support system for research funding.

It was highlighted that the letter also confirmed a further 10,000 additional places for Nursing, Midwifery and Allied Health students during the course of the parliament, to be realised by moving students to the standard student support system and removing the cap on places. This was noted as a significant opportunity for Keele given its strength and league table positions in these disciplines.

The letter confirmed that plans to implement the Teaching Excellence Framework were to go ahead. It noted that some additional factors to be taken into account as part of the Framework had been referenced, including graduate salaries in addition to employability. However, these were still to be worked through. Contact hours and teaching intensity were also likely to be a key consideration.

Other key factors within the letter were a commitment to the Postgraduate Taught and Doctoral Loans schemes (referenced further at minute A56) and a commitment to maintain Higher Education Innovation Funding at current levels (referenced further at minute A57). The letter also emphasised that there was to be a significant focus on financial sustainability with HEFCE being tasked to establish mechanisms to monitor and measure sustainability at both sector and institutional level.

In relation to the written report from the Vice-Chancellor, Professor Amigoni notified Senators that although the deadline by which to submit comments on the consultation as part of the Stern review of the REF had passed, they would still be accepted if submitted by Friday 11<sup>th</sup> March.

### **A54. RESEARCH COMMITTEE**

Professor Amigoni confirmed that the minutes of the meeting held on 9<sup>th</sup> February 2016 presented an overview of current activities. Thanks were noted to Professors Scott McCracken and Clare

Holdsworth for their work on the ESRC Doctoral Training Partnership (DTP) North-West Consortium bid submission. Thanks were also noted to Heads of School who had participated in REF preparedness meetings.

Professor Amigoni confirmed that the University had been successful in renewing its accreditation under the EU HR Excellence in Research Concordat. This information had been embargoed at the time of the meeting of Research Committee so it was not possible to report at the time. Thanks were noted to all staff who worked on the substantial submission for the process.

Professor Amigoni advised Senators that Research Committee had agreed to give greater prominence to matters of Research Ethics and Governance within their meetings and the reports of the relevant sub-committees were to be scrutinised more closely by the Committee to allow for more active debate on the issues raised.

Thanks were noted to Dr Ann Diskin for preparing a briefing paper on the TRAC return, which was another area where the Committee were taking a greater interest. The return highlighted that the University received relatively low levels of overhead recovery rates, linked in part to the receipt of lower amounts of Research Council funding.

The Committee had considered themes arising from the Research Leadership Day held in September 2015. The four key themes identified in the report would form the basis for the development of a research strategy which would ensure Keele was well positioned for future funding opportunities.

#### A55. UNIVERSITY LEARNING AND TEACHING COMMITTEE

Professor Cownie presented the report and highlighted that ULTC was continuing to have discussion items at the start of their meetings, which was working well. The last item had been on the teaching of international students.

Discussion had taken place at the meeting on the Student Appeals, Complaints and Conduct annual report which had highlighted the increase in complex student complaints. Professor Cownie asked Senators to note her thanks to the team of Investigating Officers from across the University, who were in place to be called upon to investigate student complaints. Professor Cownie explained that this was a potentially onerous and difficult task for them to undertake but their role was key in ensuring the University was able to respond effectively to issues raised by students.

The Committee had welcomed the development of the Teaching Development Framework by the LPDC, which outlined the teaching development support available for academic staff. The document would be published on the Policy Zone when finalised. The Committee had also received their first report from the newly constituted Learning and Teaching Technologies Committee (LTTTC). The LTTTC was overseeing several learning technology related projects including Lecture Capture and Learner Analytics. The Learner Analytics project was being undertaken in conjunction with JISC and was a key opportunity for Keele to shape the recommendations JISC would implement for the future.

#### A56. ADMISSIONS REPORT

The Chair confirmed that following increased student recruitment for 2015/16, increased income had not been able to be fully reflected in terms of additional resource in the areas of the University that had recruited more students. Changes have been made to fully link realistic student recruitment to the budgeting process via the new Student Numbers & Fees Group chaired by the Deputy Vice-Chancellor and Budget & Resources Group chaired by the Vice-Chancellor. Scrutiny of

intake data from the last four years together with consideration of new course provision, had been undertaken to produce budget limit intake numbers for every programme and School, which would be fed into the next year's budget together with student progression data. This approach would make it easier to resource recruitment over the identified budget limit numbers.

The Chair also highlighted that the UCAS benchmark group for Keele had changed. As explained in the report, following discussion with UCAS, the University of East Anglia had been added to Keele's benchmark group, as a more relevant institution than Staffordshire University. The group also included the Birmingham, Liverpool, Manchester, Nottingham and Leicester Universities.

The Chair provided a summary of the current recruitment position. Applications from Home Undergraduate Students were down by approximately 1%, although, the number of applicants was actually down by slightly less. Offers were down by 0.6% compared to the same point last year. Discussion at the meeting of Senate in June 2015 reflected the concerns of Senators over competition for places. Universities that saw dips in recruitment last year or failed to achieve their growth ambitions were working extremely hard on recruitment this year to reverse this, which would make recruitment even more competitive this recruitment cycle.

Applications from international students were up slightly and Postgraduate Taught applications from home students were also up quite significantly, whilst recognising it is still early in the PGT recruitment cycle.

Key areas of growth in applications included Pharmacy, Life Sciences, Computer Science, Forensic Science and Law. Applications were also continuing to grow for Science Foundation Year. Applications for English, History, Economics, Sociology, Criminology, Geography and Maths were down quite significantly.

Thanks were noted to all staff who had participated in the three Offer Holder days held recently. A review group had been established to assess the effectiveness of Offer Holder days and Open Days.

It was highlighted that some graphs were missing from the circulated report. The Secretary agreed to re-circulate the paper including the full annex.

Discussion followed on the changes to the budgeting process.

It was highlighted that the data shared with Schools were difficult to interpret and discipline/programme level data would be welcomed. The value of real time data was also noted to allow areas to be responsive to the level of applications if required. The Chair noted these requests.

It was also noted that attendance at some Offer Holder days had been low reducing the buzz feeling compared to the Open Days. The Chair highlighted that central feedback on attendance had been very positive with a high conversion rate of attendees to firm acceptance.

#### A57. DIRECTORATE OF ENGAGEMENT AND PARTNERSHIPS ANNUAL REPORT

*Dr Mark Bacon, Director of Engagement and Partnerships attended to present his report for this item.*

Dr Bacon thanked Senate for the invitation to present his report. It was confirmed that the report covered the first year of the Directorate operating in its restructured form. There were three key areas for Senators to focus on:

(i) Directorate Structure

The Directorate had been operating under its new structure for a year and was split into six sections, as shown in the report (Page 2).

(ii) Investment Opportunities

The Directorate was pursuing significant investment to support increased capacity. A total of approximately £50 million of funding over five years was being sought in the following areas. More details were provided on page 5 of the report.

(a) Keele Research Innovation Gateway (KRIG)

This initiative is designed to provide a clear route for the business community to work with the University. The programme will deploy students into companies to undertake specific work streams. Some work with PGT students from Computing and Maths and SPGS was already taking place, which would feed in to the programme.

(b) Keele Institute of Entrepreneurship, Innovation and Leadership (KIEIL)

This initiative will enable Keele Management School to grow its interaction with the business community and to engage with the local business communities and social enterprises.

(c) Medical Research and Development Centre (MRDC)

This initiative would develop a new research centre to enhance the research and innovation facilities at the hospital site.

(d) Smart Energy Network Demonstrator (SEND)

This initiative is designed to provide a unique facility within the UK, with facilities to enable businesses to access the demonstrator facilities and improve opportunities for engagement with the University.

(iii) Higher Education Innovation Funding (HEIF)

HEIF funding is allocated by HEFCE based on the HEBCIS return. Last year, Keele had seen its HEIF allocation reduced. The process to compile the return for the current year had changed and there were significant increases in income in several of the categories of the HEBCIS return, which may yield increased HEIF finding when the results were announced in the HEFCE grant letter in April.

Discussion followed on the points raised. It was confirmed that the biggest change in the process for the HEBCIS return was to allow Science Park rental income to be taken into account and inclusion of some of Primary Care's funding.

Senators also discussed the potential impact of the possible exit from the EU on ERDF funding. It was noted that, at this stage, any possible solutions would be conjecture but the key point to note was that most of these applications were in progress. Therefore, if successful, funding may well have been allocated by the time any exit was realised.

A58. PORTFOLIO AND CURRICULUM DEVELOPMENT PROJECT UPDATE

*Mr Andy Fidler, PCD Project Manager attended the meeting for this item.*

The Chair gave an overview of the paper and highlighted the key proposals. Thanks were noted to Heads of School and Faculty Directors of Learning and Teaching for their valuable input into the discussions that had already taken place and constructive suggestions to a previously circulated paper.

The key aims of the project were identified as (i) freeing up staff time for research, teaching innovation and business engagement activity, (ii) to relieve existing pressures on teaching space, (iii) to support

ambitious future recruitment targets and (iv) to reduce the significant administrative burden of the current route offering.

It was highlighted that, in 2015/16, 67% of admissions were for single honours programmes and one third were for dual honours. The trend has extended in 2016/17 with 79% of applications for single honours programmes which would yield an intake onto single honours programmes in excess of 70%.

A parallel stream of work in the project has focussed on teaching space. A significant amount of non-specialist teaching space has been identified that sits outside the Central Timetabling Unit. Evaluation of this space was being undertaken with the aim of bringing useable non-specialist space within the Central Timetabling Unit to enable greater deployment and occupancy rates and to identify areas of required investment to improve the quality and functionality of the space.

Consideration of the number of modules at programme level was strongly encouraged, as analysis had shown a large number of modules with fewer than ten students enrolled on them.

The intention was to consult further on the current proposals before formalising them and bringing them to Senate in June for approval. Key proposals were to change the number of types of modules from five to three Compulsory, Optional and Electives.

A standardised number of minimum credits were being explored to address the current inconsistencies in the number of credits required across the Single Honours, Dual Honours and Major/Minor routes. Data show that students taking more credits achieved better degree outcomes, with up to an 11% difference in outcomes compared to students taking fewer credits. The proposal was that there would be a standard requirement of a minimum of 300 credits, with 120 credits at level six. It was noted that some flexibility would be maintained within this and exemptions might be available for some single honours programmes. Provision for students wishing to take modern languages would also be maintained.

In 2016, some 1798 different routes were available to potential applicants, resulting in Keele having the largest and most complex offering available within the sector and leading to a huge administrative cost associated with the offering, which was complex to market to prospective students. 62% of the available routes received no applications.

The intention was to simplify the offering to make it more attractive. Although taking away some routes may lead to a reduction in applications, this had been calculated to be no more than 3%, before considering the significant benefits of having a simpler and more attractive and academically coherent portfolio to market. These students may also apply for another option at Keele. In a recent survey of applicants, only 8% reported that dual honours was within their top 5 reasons for choosing Keele.

The Chair confirmed that popular combinations would be kept and the focus would be on promoting academic synergy and removing routes where there was no or minimal demand.

Senators discussed the proposals and asked whether there was to be an effect on staffing as a result of the proposals. The Chair confirmed that it was hoped that removing some of the combinations would both free up staff time for research, teaching innovation, student support and external engagement activities, as well as ultimately free up capacity to open up new routes within subject areas, where there was more academic synergy and driven by academic demand.

It was queried whether a 20 credit module option had been considered. The Chair confirmed that it had, however, the change process would be complex and time-intensive. There would however be opportunities for programmes to consider introducing 30 credit modules which would bring significant efficiencies.

Clarification was requested on the points made about low demand for certain combinations and whether a mandatory minimum of ten applications for any given subject combination would be introduced. The Chair confirmed that a minimum number was not being proposed at this stage.

Clarification was also requested about whether students wishing to study modern languages would have to pay additional fees. The Chair confirmed that this would remain unchanged.

Senators noted that requiring 120 credits at level 6 for single honours courses could limit students' elective choices and asked if some exemptions could be considered. The Chair confirmed that exemptions would be considered. The proposals at this stage did not consider four year programmes. The importance of ensuring that these arrangements were agreed in advance of implementation was noted.

It was queried how the exemption would work in practice, given that it would be difficult for professional programmes to accommodate flexibility. The Chair confirmed that it was likely a form of words would be agreed with the relevant Dean and programme staff.

Senators noted that one of the reasons for the number of single honours applications may be the flexibility that the current degree structure allows. Concern was expressed that restricting the degree structure may make Keele a less attractive option. It was also noted that the requirement to undertake 300 credits may disadvantage schools where 360 credits are required for professional accreditation. The Chair noted that 300 credits was the minimum proposed requirement and many programmes in Health and Natural Sciences already required more than 300 subject credits for professional accreditation. Senators felt that the attainment gap mentioned in relation to higher numbers of credits may be based on a false inference arising from weaker students needing to undertake certain modules such as English for Academic Purposes. The Chair confirmed that the process was not being driven by the attainment gap, but this may be an additional benefit of increasing subject credit requirements.

It was highlighted that the proposals may result in Modern Languages students being unable to consider taking a semester abroad and that the options for international students needing to undertake English for Academic Purposes may be limited. The Chair noted that these were key considerations and that there was no intention to restrict these options, particularly given that language skills were a key factor in employability. The Chair highlighted that the attainment gap for international students was a serious concern for Keele as it was the biggest in the sector. The work currently being undertaken by Professor Richard Luther was seeking to begin to address this. It was noted that focussing on a specific curriculum for international students could help to address the attainment gap.

Clarification was requested as to whether the proposals had been subject to an Equality Impact Assessment. The Chair confirmed that an assessment had not yet been undertaken but would be in due course, but noted that the proposals would benefit the vast majority of students and were designed to minimise teaching after 6.00 pm.

Discussion took place on the impact on student choice. It was noted that students would have to make a decision on required competencies, particularly around languages, more quickly. This was noted, although the Chair confirmed that the data indicated that the group impacted by the changes would be very small.

KeeleSU noted that for some students it would be difficult for them to understand the merit of a single honours focussed system. The Chair reiterated that there was no intention to diminish the Dual Honours system; the aim of the project was to rationalise the current offering in order to promote academic cognisance and allow combined degree programmes to be marketed much more effectively.

Some Senators noted that 60 credits for a substantive elective would be an enhancement and allow programmes to market a more distinctive offering.

The positive implications for programmes who attract a high number of elective students, resulting in difficulties with accommodating requirements were also noted.

#### A59. TECHNOLOGY ENHANCED LEARNING UPDATE

Senate received the update paper provided by Professor Shepherd.

Senators asked about the security measures that would be in place to protect recorded lectures. Mr Harding confirmed that there would be no direct download facility and the recordings would bear Keele branding and watermarks.

The potential impact on research-informed teaching was noted, as staff may choose to approach lectures differently if they are to be recorded. Concern was also expressed on how students' engagement within captured lectures would be affected. It was noted that the proposal was for an opt-in system and that there could be an opportunity to suspend recording for a research-led portion of a lecture if required, or to opt-out partially or completely.

Some concern was expressed that wider roll out of the project would lead to an expectation from students that all their lectures would be captured. It was noted that academic staff were not clear on what the University was expecting from them in terms of engagement with the project. Although the project was still in the pilot phase, it was felt that sight of a draft policy may help to clarify the position. This would be fed back to the project team.

Senators who had been part of the pilot project shared the very positive feedback they had received from students who were extremely keen for the technology to be rolled out further.

The Chair thanked Senators for their comments and noted that Lecture Capture was an area of significant interest across the sector and was being increasingly adopted by institutions. It was important for Keele not to fall behind as students would increasingly expect this kind of innovation as the norm. Senators could be reassured that the issue was being considered carefully, taking account of the experiences of other institutions who were further along in the adoption of this technology to ensure lessons identified are taken into account. A full consultation would be undertaken before any implementation is confirmed.

#### A60. SECURITY SENSITIVE DATA

Ms Lowe introduced the paper and explained that a process had been developed in order to enable researchers conducting research involving security sensitive information to carry this out within a recognised framework, in accordance with UUK guidance. The process required this type of research to be identified via the ethics process and provides protection for the researchers through a recognised IT environment for storage and use of data.

Senators expressed concern about the implications, particularly for undergraduate programmes where the requirement may be onerous. More widely, the link between this requirement and the Prevent agenda, which was extremely controversial, was discussed.

Professor Cownie confirmed that the University had taken a balanced approach to the Prevent agenda, of which the framework around security sensitive research forms part, ensuring that legal obligations were adhered to without compromising academic freedom. Colleagues across the sector had expressed an interest in the approach taken at Keele to address the obligations. In light of the concerns raised about this particular process, Professor Cownie and Ms Lowe would undertake further discussion on the issues.

## A61. STUDENT OFFICERS' REPORTS

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

Mr Heath presented his report and highlighted that Chief Executive Officer for KeeleSU had been recruited. Mr Darrell Ormerod would be joining KeeleSU on 25<sup>th</sup> April from his current post as CEO of Cumbria SU and interim CEO of Aberystwyth SU. Congratulations were also noted to Ms Jordan, Ms Hollies and Mr Reeves who had been re-elected to their roles for a second term.

Mr Heath gave a summary of key work being undertaken by the elected officer team including a campaign around voter registration to encourage students to engage with the forthcoming EU referendum. This would include a mini referendum. A campaign to promote good academic conduct, as opposed to focussing on misconduct, was also ongoing, as were initiatives around sexual violence awareness and an alcohol impact scheme being undertaken in liaison with Student Support and Development Services and local stakeholders. Elected Officers had attended an NUS event regarding NHS bursaries and how to promote access for under represented groups.

KeeleSU welcomed the return of the Key Fund and were keen to be involved in associated activities. Work was ongoing to promote the World Festival and it was noted that the current Raise and Give total was approximately £28,000 which was an excellent achievement on behalf of students and staff who had been involved. The Athletic Union were also at the top of the BUCS fundraising league, having already matched the total raised last year.

Dr Walsh asked to discuss the NHS Bursaries event further.

The Chair congratulated the re-elected officers and commended the fundraising activity that had been undertaken.

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

Mr Granger presented his report and highlighted that the KPA Bursary had gathered pace under the new system and applications had not tailed off as expected. Opportunities to access further funding were being explored. The KPA were also getting involved with ILAS activity including promoting events and assisting with recruitment activity.

It was also reported that the KPA were monitoring the emerging situation regarding postgraduate funding. Senators were asked to note that there was a difference between funding for taught and research courses, which was leading to some confusion.

Other activities were taking place in relation to the Clubhouse, with a programme for summer activities due to be released soon. Arrangements for the TEDx conference were also taking shape.

The Chair thanked Mr Granger and confirmed that there had been an increase in salary for the KPA Officers to bring them in line with the Officers of KeeleSU.

## **B FORMAL APPROVALS BY SENATE**

### **B62. ACADEMIC AWARDS**

Senate **resolved:**

**That** the awards as set out in the papers, including the amendments to awards submitted to the Governance team 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**.

### **B63. STUDENT PRIZES AND FUNDS**

(a) Establishment of New Prizes

Senate **resolved:**

**That** the establishment for the student prizes, 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**.

## **C RECOMMENDATIONS TO COUNCIL FOR APPROVAL**

### **C64. FACULTY OF HEALTH NAME CHANGE PROPOSAL**

Professor Garner presented the paper and confirmed that the change of name was to better align the University and Faculty with the other universities in the sector with Medical Schools, and provide a greater differentiation from institutions without a Medical School.

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

**The** change of the Faculty name from the *Faculty of Health* to the *Faculty of Medicine and Health Sciences* be approved.

C65. 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.

C66. AMENDMENTS TO STATUTES, ORDINANCES AND REGULATIONS

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

**The** amendments to the following Ordinances and Regulations:

(a) Ordinance V- Examiners and Examinations and Regulation 9- Boards of Examiners:

(b) Regulation 8- Unacceptable Coursework and Academic Misconduct:

(c) Regulation 17 (b): University Research Ethics Sub-Committee

be approved, as set out in the associated papers.

C65. SENIOR APPOINTMENTS

*Ms Lowe left the meeting for consideration of this item.*

The Chair summarised the list of Senior Appointments as presented in the papers. With regard to items (d) and (e), it was confirmed that agreement had been reached that the role of Secretary to Council would be separated from the role of Director of Planning and Academic Administration and a joint committee of Council and Senate had been convened to approve these arrangements and the appointment of Ms Lowe on a permanent basis.

Senate **resolved to recommend:**

**That** the following appointments be approved by Council:

(a) Professor Steven Shardlow - Acting Dean of the Faculty of Humanities and Social Sciences

(b) Dr Timothy Lustig - Head of the School of Humanities

(c) Professor Ronnie Lippens- Interim Head of the School of Social Sciences and Public Policy

(d) Dr Helen Galbraith- Director of Planning and Academic Administration and Academic Registrar

(e) Secretary to Council- Ms Gemma Lowe

C66. AWARD OF HONORARY TITLES

Senate **resolved to recommend:**

**That** the award of honorary titles be approved by Council.

## **D FOR REPORT**

### **D67. STUDENT CASEWORK ANNUAL REPORTS**

Senate received annual reports covering (i) Student Appeals, Complaints and Conduct and (ii) Grievances and Complaints to the OIA. It was noted that there had been an increase in complexity of cases across both areas.

Professor Cownie confirmed that she had been invited to speak at three national conferences to detail Keele's approach to dealing with student complaints as it was seen as a good model.

Senators discussed the need to ensure staff who are subject to a complaint are supported. The need to keep this under review was noted. It was suggested that an appeals process for staff who are the subject of a complaint could be beneficial and this was noted.

### **D68. APPOINTMENTS, RETIREMENTS AND RESIGNATIONS**

A list of appointments, retirements and resignations was received.

### **D69. ANY OTHER BUSINESS**

No items raised.

## SENATE

### ATTENDANCE – 9<sup>th</sup> March 2016

**(a) The Vice-Chancellor**

A 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  
A Professor David Shepherd Dean of the Faculty of Humanities and Social Sciences and  
Pro Vice-Chancellor (Library & Information Strategy)  
Professor Jonathan Wastling Dean of the Faculty of Natural Sciences and Pro Vice-  
Chancellor (Postgraduate Studies)  
A Professor Richard Luther Dean of Internationalisation

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

A *Vacancy* Director of Planning and Academic Administration

**(d) Librarian**

Mr Paul Reynolds University Librarian

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

School of Computing and Mathematics: Professor Graham Rogerson  
A School of Social Science and Public Policy: Professor Steven Shardlow  
A Keele Management School: Professor Kurt Allman  
School of Health & Rehabilitation: Dr Catherine Bücher  
School of Humanities: Dr Timothy Lustig  
School of Law: Professor Alison Brammer  
School of Life Sciences: Professor David Hoole  
A School of Medicine: Professor Andrew Hassall  
A 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

A	Dr Jackie Waterfield (Health & Rehabilitation)	2013-2016
A	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
	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 Sorcha Uí Chonnachtaigh (Law)	2013-2016
	Dr Helen Parr (SPIRE)	2014-2017
	Professor Tsachi Keren-Paz (Law)	2013-2016
	Ms Robin Bell (Language Learning Unit)	2015-2018
	Dr Stephen French (Keele Management School)	2014-2017
	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
	Dr Nigel Cassidy (Physical & Geographical Sciences)	2015-2018
	Dr Claire Fox (Psychology)	2015-2018
A	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 ( <i>for item only</i> )
Mr Andy Fidler	PCD Project Manager

Dr Jon Herbert	HUMSS Faculty Director of Learning & Teaching
Dr Richard Waller	Natural Sciences Faculty Director of Learning & Teaching
Mr Adam Hughes	Vice President, KPA

Mr Robert Meredith	Association Secretary, KPA
Ms Dorothea Ross-Simpson	Head of Governance & Quality Assurance, PAA
Dr Pat Owen	Director of UG Programmes Nursing and Midwifery (Observer)
Dr Helen Price	Lecturer in Biomedical Science- Life Sciences (Observer)
Mr Dan Harding	Technology Enhanced Learning Manager (Observer)

**SECRETARIAT**

Miss Laura Harrison	Governance Support Officer, Governance, PAA
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