

## KEELE UNIVERSITY

### MINUTES OF THE MEETING OF SENATE

Held on Wednesday 27<sup>th</sup> June 2012

The Vice-Chancellor welcomed the incoming sabbatical officers and the President of the KPA to their first meeting and thanked the outgoing officers for their contribution over the last 12 months. He thanked a number of members who were coming to the end of their term of office and welcomed Dr Sherman who was joining Senate in September and was attending as an observer as part of her induction.

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

#### 80. MINUTES

The minutes of the meeting held on 7<sup>th</sup> March 2012 were approved and signed.

#### 82. MATTERS ARISING

##### (a) A58. Framework for Higher Education Qualifications (FHEQ)

The Deputy Vice-Chancellor reported that since the previous meeting further research had been undertaken into practice at our comparator institutions on the implementation of FHEQ and that the results were quite evenly spread between full implementation, partial implementation and moving towards implementation. It has been agreed that Keele will adopt a phased approach leading to full implementation by September 2013.

##### (b) A61. Senior Staff Pay

It was reported that the proposed changes to senior staff pay were approved by Council at its meeting on 26<sup>th</sup> April 2012.

### A POLICY AND STRATEGY ISSUES

#### A82. VICE-CHANCELLOR'S REPORT TO SENATE

Senate received the report from the Vice-Chancellor on issues which had arisen since the previous meeting, including the recent launch of the Distinctive Keele Curriculum, aspects of which has been accredited by the Institute for Leadership and Management (iLM) and is the first time that the iLM had worked with a University in this way.

Since the previous meeting of Senate the government has announced further changes to the student number controls and that following the removal of controls from students with grades of AAB or higher for 2012-2013 they have broadened it to ABB or higher for 2013-2014. The long awaited government's response to the Higher Education White Paper was published on 11<sup>th</sup> June, which included an announcement that private providers will be able to compete directly with Universities for undergraduate places for the first time and that they will be brought under the same controls on the number of students accessing public loans and the same quality assurance regime as the rest of the sector.

He also reported that the Chancellor and Pro Chancellor were signatories to a letter signed by nearly 70 University Chancellors and Chairs of Council to the Prime Minister urging the government to support the UK's Universities in their efforts to recruit genuine international

students by removing international University students from net migration statistics for policy purposes.

Keele has been ranked 61<sup>st</sup> in the inaugural Times Higher Education 100 Under 50 league table of the world's best young Universities, moved up four places to 50<sup>th</sup> position in the Guardian league table for 2013, maintained its rank of 45<sup>th</sup> position in the Times Good University Guide league table for 2013 and equal 64<sup>th</sup> in The People & Planet Green League 2012.

#### A83. STUDENT OFFICERS REPORTS

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

Senate received the report from the President of the Students' Union, which included details of the re-branding exercise, which will be launched on 1<sup>st</sup> August 2012, an update on the ground floor redevelopments and student activities. KUSU is in the process of handing over from the outgoing sabbatical team to the incoming team and the President thanked Senate and the University for their continued support and commitment.

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

Senate received the report from the President of the Keele Postgraduate Association, which included clarification on the PGR training budget, which has been raised at Senate on previous occasions. Preparations are underway for Welcome Week and the provision of an effective and thorough induction for new postgraduate students. The Presidents of both the KPA and KUSU welcomed the Dyslexia Guidelines for Staff that have been developed but urged the University to formalise and circulate them as soon as possible. Professor Andrews noted that they would be considered by the University Learning & Teaching Committee meeting in July 2012.

#### A84. 2012 ENTRY ADMISSIONS UPDATE REPORT

Senate received an overview of the admissions position for 2012-2013, which showed that applications to Keele have remained buoyant, which is an extremely positive achievement in the first year of the new fee regime. Applications to Keele are -6.18% on 2011. Applications to Medicine have seen a decrease as a result of an increase in entry standards to reduce applications and control the intake. If applications to Medicine are taken out of the equation, the current position is a drop of just -0.9%. Keele has performed better than its competitor group of Universities in terms of applications but is in line with the sector in experiencing a drop in conversion rate.

Keele will almost certainly be entering Clearing AAB+ students and for a few subjects, for example, Law and Management but the Admissions Team is currently actively encouraging late applications for those areas where conversion is down and the majority of courses are still open for UCAS Extra.

The number of offers made to HEFCE funded AAB+ candidates (2,513) equates to 32% of the offers made. The University has currently received 2,443 replies of which 16% have accepted Keele as 'Firm', 30% as 'Insurance', 51.5% as 'Decline' and 70 individuals are yet to respond. There is no comparable data but using typical conversion rates for the forecast AAB+ intake, it looks like an intake of approximately 210 against a 'target' of 129. This is, however, based on predicted grades of which there is only a 60% accuracy rate so the actual AAB+ intake is likely to be significantly lower.

Currently applications for postgraduate taught courses are fairly static compared to last year, however, there has been a slight decrease in full-time applications (-6.5%) and an increase in part-time (+24.5%).

There has been a 6% increase in the number of international undergraduate applications received to date, which is slightly lower than the national average increase of 9.9%, however, acceptances have seen a greater percentage increase. Applications to international postgraduate taught programmes have increased from 1,610 in 2011 to 2,219 in 2012 but applications are down slightly from international postgraduate research students.

Analysis of the position continues to be reported to the Academic Strategy Sub-Committee on a monthly basis to ensure the applications cycle is managed effectively and a new group consisting of Admissions Tutors from each School has been established.

In response to a question from a member of Senate, it was reported that student bursaries, which have been advertised as being available for each year of a three year degree are also available for students on four year undergraduate masters programmes for each year of their course.

#### A85. DEGREE CLASSIFICATION SCHEME

It was reported that Keele's degree classification scheme in its current form was introduced in 2006-2007 and that it has been agreed that now is an appropriate time to conduct a review to ensure it remains fit for purpose and in line with sector practice.

The paper presented provided an overview of the work being undertaken, which is being led by the Director of Planning & Academic Administration and noted that proposals would be brought back to Senate in due course.

#### A86. QUALITY ASSURANCE AGENCY INSTITUTIONAL REVIEW 2013

Senate received a paper which outlined the background, purpose and process of the forthcoming Quality Assurance Agency (QAA) Institutional Review at Keele scheduled for March 2013 with milestones for the preparations over the coming months.

The focus of the review will cover all undergraduate and postgraduate taught programmes as well as postgraduate research and collaborative provision. There are two principal components, which are a core element, which explores the institutional management of standards, quality of learning outcomes, enhancement of learning opportunities and public information and the second is a thematic element, which explores an 'issue of public interest', which will feature in all reviews conducted by the QAA in any one year.

The Institutional Review will result in formal graded judgements in four areas: (i) the academic standards of the institution's awards, (ii) the quality of learning outcomes, (iii) the quality of the information produced by the institution about its learning opportunities, and (iv) the enhancement of student learning opportunities.

The academic standards judgement has two grades: 'meets UK expectations for threshold standards' and 'do not meet UK expectations for threshold standards'. The other three judgements have four possible grades: 'commended', 'meets UK expectations', 'requires improvements to meet UK expectations' and 'does not meet UK expectations'.

It was reported that the Self-Evaluation Document (SED) and supporting papers will be presented to Senate at its meeting on 5<sup>th</sup> December 2012 prior to submission to the QAA by 24<sup>th</sup> December 2012.

In response to a question as to what the Schools can be doing in preparation for the review, Ms Ross-Simpson encouraged them to be able to evidence that they follow the University's procedures.

#### A87. CODE OF PRACTICE ON EXTERNAL EXAMINING

It was reported that The UK Quality Code for Higher Education, which was published by the QAA in July 2011 clearly sets out what institutions are required to do, including in relation to external examining. As a result, Keele has prepared a Code of Practice on External Examining, which sets out the principles and processes that govern the use of external examiners, is designed to fully reflect the expectations in the Quality Code and should be used as binding guidance for staff, students and external examiners appointed to Keele programmes.

It was noted that section 6(i) of the Code refers to external examiners reviewing a sample of work, which would normally include "all first class work, all fails and examples of high, mid and low graded work" but that postgraduate programmes do not grade awards in terms of degree classifications so it was agreed that the reference to first class work does not apply to postgraduate programmes. It was also agreed that references to Head of School would be amended to read "Head of School or equivalent". **ACTION: DRS**

Senate **resolved:**

**That** the Code of Practice on External Examining be approved.

#### A88. THE KEELE STUDENT CHARTER

It was reported that all Universities have been asked by the Coalition Government to review the top level information and commitments that they provide to students and a Student Charter is an effective way in which we can set out the mutual expectations of students and the University. Many institutions already have one and it is envisaged that Keele can fully embed one for the 2012-2013 academic year.

The Student Charter presented to Senate sets out our key educational values and states the expectations for both the University and the student and has had a wide range of input from a wide range of colleagues.

Senate welcomed the Charter.

Senate **resolved:**

**That** the Keele Student Charter be approved.

#### A89. CODE OF PRACTICE FOR THE PERSONAL TUTORING OF UNDERGRADUATE STUDENTS

The paper presented to Senate set out developments to date around personal tutoring for undergraduate students, the evaluation and audit work that has led to a comprehensive action plan to guide developments and a range of actions designed to support students, personal tutors and senior personal tutors.

The Code of Practice has been designed to capture the good practice within Keele and across the sector and develop further the system that has been in place since 2007 in order to better respond to student needs within the changing higher education landscape.

Clarification was requested by Senate regarding the process for dealing with students who fail to engage with the personal tutoring process or fail to engage with the University at all. It was noted that Student Support should play a key role where pastoral support is required and the Disciplinary Procedure where there is persistent intentional failure to engage. It was agreed that this area would be strengthened in the Code. **ACTION: MP**

Senate **resolved:**

**That** the Code of Practice for the Personal Tutoring of Undergraduate Students be approved.

#### A90. KEY INFORMATION SETS – IMPLEMENTATION AND NEXT STEPS

It was reported that a key objective of the recent government-backed changes in HE is to improve the information provided for prospective students and, as a result, Key Information Sets (KIS) have been introduced for full-time undergraduate programmes in the first instance.

The KIS will be a comparable set of standardised information for each undergraduate programme, which will be provided by either the HEI (for example on fees or learning & teaching activities) or HEFCE (for example, National Student Survey and Destination of Leavers from Higher Education). The data will be available via the University's website and will also feed into a HEFCE-hosted website, which will enable applicants to compare KISs from different institutions.

An update on the implementation of KIS at Keele was provided and the Deputy Vice-Chancellor took the opportunity to thank staff in Schools and Planning & Academic Administration for the enormous amount of work they have done in a short amount of time.

#### A91. REVIEW OF THE NEW DEGREE STRUCTURE

The paper presented outlines plans to undertake a review of the effectiveness of the New Degree Structure (NDS) at Keele, which was implemented across all levels in 2011-2012.

The review is intended to take place over the autumn of 2012 and will consider the NDS in the context of both original objectives and needs and priorities today and to make recommendations on changes and revisions in light of any findings, which will be brought back to Senate in March 2013. The review will be light touch in its approach to improve and enhance the operation of the system rather than change the fundamental structure of the undergraduate degree.

Senate proposed that the Electives Office Manager and a Senior School Manager or a Programme Director be added to the Review Team so it was agreed that this would be considered as well as ways to improve the University's Athena Swan rating. **ACTION: MA**

Senate **resolved:**

**That** the approach presented be approved.

#### A92. REPORT OF THE RESEARCH COMMITTEE

A report of the meeting of the Research Committee held on 8<sup>th</sup> May 2012 was received, which included a range of matters including the session on research at the University Council Away Day, successful recent visits from Directors and senior staff from research funding bodies (Leverhulme Trust, Wellcome Trust, JSPS) and the newly appointed European Research Funding Officer in the Office of Research & Enterprise Services.

The high participation rate (81%) in the Full Economic Cost (fEC) diary exercise was commended and that Keele has moved up into the RCUK efficiency group B, requiring a reduced efficiency saving on any Research Council grants awarded.

The Committee had discussed preparations for the Research Excellence Framework (REF) with each Research Institute Director and Dean providing an update on the Units of Assessment within their Research Institute/Faculty.

#### A93. REPORT OF THE UNIVERSITY LEARNING AND TEACHING COMMITTEE

Senate received a report of the meetings of the University Learning and Teaching held on 28<sup>th</sup> March 2012 and 23<sup>rd</sup> May 2012, which included an update on the Review of the Academic Year project, a number of new programmes and programme withdrawals and an update from the three working groups that have been established to take forward the Student Induction Project.

### **B FORMAL APPROVALS BY SENATE**

#### B94. SENATE APPROVALS GROUP

Senate received a proposal to establish an Approvals Group of Senate to approve the awarding of degrees, diplomas, certificates and prizes for 2011-2012 due to the timing of the meeting of Senate, the University-Level Examination Board and ensuring that students have an appropriate period of time in which they can lodge an appeal.

Senate **resolved:**

**That** the proposal be approved and that the Group should be chaired by either the Vice-Chancellor or the Deputy Vice-Chancellor.

#### B95. 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 which were withdrawn from the list and the amendments presented under the reserved areas agenda.

(b) *Postgraduate Research Awards*

Senate approved the awards presented.

#### B96. EXTERNAL EXAMINERS

Senate approved internal and external examiners for taught and research degrees, as set out in the list from Planning and Academic Administration.

#### B97. SENATE MEMBERSHIP 2012-2013

Senate **resolved:**

**That** the following members of the Electoral Roll be elected to Senate:

Faculty of Humanities: Professor Michael Haley (Law)  
Dr Nicholas Seager (Humanities)  
Dr Nicholas Reyland (Humanities)

Faculty of Natural Sciences: Dr Nigel Cassidy (Physical and Geographical Sciences)  
Dr Sue Sherman (Psychology)  
Dr Frederic Tripet (Life Sciences)

## **C RECOMMENDATIONS TO COUNCIL FOR APPROVAL (pink papers)**

### **C98. SPORT AND ACTIVE RECREATION STRATEGY 2012-2015**

Senate recommended approval to Council of Sport and Active Recreation Strategy 2012-2015.

### **C99. AMENDMENTS TO STATUES, ORDINANCES AND REGULATIONS**

(a) Ordinance V and Regulation 8

Senate resolved that the amendments presented be recommended to Council.

(a) Regulation 1A and Regulation 1B

Senate resolved that the amendments presented be recommended to Council.

(b) Regulation 7

Senate resolved that the amendments presented be recommended to Council.

(c) Regulation 17.A.4

Senate resolved that the amendments presented be recommended to Council.

(d) Regulation 17.A. 5

Senate resolved that the amendments presented be recommended to Council.

(e) Regulation 17.A. 6

Senate resolved that the amendments presented be recommended to Council.

(f) Regulation 17.A. 8

Senate resolved that the amendments presented be recommended to Council.

(g) Regulation 18

Senate resolved that the amendments presented be recommended to Council.

(h) Regulation 20

Senate resolved that the amendments presented be recommended to Council.

(i) Various Ordinances and Regulations

Senate resolved that the amendments presented in relation to the Framework for Higher Education Qualifications be recommended to Council.

C100. AWARD OF HONORARY TITLES

The recommendations presented were approved.

**D FOR REPORT (blue papers)**

D101. APPOINTMENTS, RETIREMENTS AND RESIGNATIONS

A list of appointments, retirements and resignations was received.

D102. CHAIR'S ACTION

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

## SENATE

### ATTENDANCE – 27 JUNE 2012

	Professor N Foscett	Vice-Chancellor
	Mr R Thirunamachandran	Deputy Vice-Chancellor
	Professor M Andrews	Pro Vice-Chancellor
A	Mr K Mattinson	Pro Vice-Chancellor
	Professor M Ormerod	Pro Vice-Chancellor

#### DEANS OF THE FACULTIES

A	Professor A Garner	Dean of Health
	Professor D Shepherd	Dean Humanities & Social Sciences
	Professor P Bailey	Dean of Natural Sciences

#### THE DIRECTOR OF PLANNING AND ACADEMIC ADMINISTRATION

A	Dr S Clarke	Director of Planning and Academic Administration
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#### THE LIBRARIAN

Mr P Reynolds

#### HEADS OF SCHOOLS

	Professor G Rogerson	Computing and Mathematics
	Dr B Dixon	Sociology and Criminology
	Dr S French	Management School
	Dr C Bucher	Health & Rehabilitation
	Professor S Bruce	Humanities
	Professor A Francis	Law
A	Dr A Loweth	Life Sciences
	Professor V Wass	Medicine
	Professor S Chapman	Pharmacy
	<i>Vacancy</i>	Public Policy and Professional Practice
	Dr P Walsh	Nursing and Midwifery
A	Dr S Egan	Physical and Geographical Sciences
	Professor B Gokay	Politics, International Relations & Philosophy
	Professor M Murray	Psychology

#### RESEARCH INSTITUTES

A	Professor G D Williams	Environment, Physical Sciences & Applied Mathematics
	Professor A Hughes	Humanities
A	Professor E Hay	Primary Care and Health Sciences
A	Professor G Ferns	Science and Technology in Medicine
	Professor C Phillipson	Social Sciences

#### MEMBERS OF THE ELECTORAL ROLL

##### *Elected by the Faculty of Health*

	Russell Crawford (Medicine)	2011-2014
	Mrs Carole Davies (Health and Rehabilitation)	2010-2013
	Dr Paul Horrocks (Medicine)	2010-2013
	Dr Sue Hunter (Health and Rehabilitation)	2009-2012
A	Dr Stuart McBain (Medicine)	2011-2014
	Dr Alison Pooler (Nursing and Midwifery)	2011-2014
A	Mrs Carolyn Roth (Nursing and Midwifery)	2009-2012
	Carole Watkins (Health and Rehabilitation)	2011-2014

	<i>Elected by the Faculty of Humanities and Social Sciences</i>	
A	Professor Joe Andrew (Humanities)	2011-2014
	Dr Jane Boylan (Public Policy & Professional Practice)	2010-2013
	Professor Michael Haley (Law)	2009-2012
	Dr Rebecca Leach (Sociology & Criminology)	2009-2012
	Professor Calum Paton (Public Policy & Professional Practice)	2010-2013
	Dr Helen Parr (SPIRE)	2011-2014
A	Dr Zoe Pearson (Law)	2009-2012
	Dr James Tartaglia (SPIRE)	2011-2014
	Professor Stephen Wilkinson (PPPP)	2011-2014
	Dr Denise Wolstenholme (PPPP)	2011-2014

*Elected by the Faculty of Natural Sciences*

	Vacancy	2009-2012
	Professor Douglas A Quinney (Computing & Maths)	2011-2014
	Dr William Kirk (Life Sciences)	2010-2013
A	Dr Alexandra Lamont (Psychology)	2011-2014
	Dr Sally Sargeant (Psychology)	2009-2012
	Dr Ian Stimpson (Physical & Geographical Sciences)	2009-2012

STUDENT REPRESENTATIVES

*President of the Students' Union*

	Rosie Weatherley	2011-2012
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*President of the Association of Postgraduate Students*

	Andy Irwin	2012-2013
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*Full-time students*

	Matt Bedding	2011-2012
	Alex Chow	2011-2012
	Sam Higham	2011-2012
	Adam Priston	2011-2012

OFFICERS IN ATTENDANCE

Dr Jonathan Hughes	HUMSS Postgraduate Director of Learning & Teaching
Professor David Hoole	Natural Sciences PG Director of Learning & Teaching
Dr David McGarvey	Natural Sciences Faculty Director of Learning & Teaching
Mark Brennan	Health Faculty Director of Learning & Teaching
Professor Julius Sim	Health Postgraduate Director of Learning & Teaching
Joe Turner	Students' Union President- <i>Elect</i>
Ally Bird	Vice-President (Education) <i>Elect</i>
Alex Clifford	Vice-President (Welfare) <i>Elect</i>
Dave Plant	Vice-President (Finance and Activities) <i>Elect</i>
Rachel Hodgkinson	Vice-President (Athletic Union and Sport) <i>Elect</i>
John McCarthy	Director of Marketing and Communications
Dorothea Ross-Simpson	Head of Governance & Quality Assurance
Dr Sue Sherman	Observer

SECRETARIAT

Mrs Fiona Dumbelton	Governance Manager
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