

KEELE UNIVERSITY

MINUTES OF THE MEETING OF SENATE

Held on Wednesday 30 November 2011

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

26. MINUTES

The minutes of the meeting held on 30 October 2011 were approved and signed.

A POLICY AND STRATEGY ISSUES

A27. VICE-CHANCELLOR'S REPORT TO SENATE

Senate received the report from the Vice-Chancellor and noted the appointment of Jonathon Porritt, the eminent writer, broadcaster and commentator on sustainable development, as the new Chancellor.

It was reported that Keele had been placed joint first with 21 other UK based organisations from across all sectors in the Carbon Reduction Commitment energy efficiency scheme performance league table and that Keele was the highest placed University. The table ranks participants in measuring, monitoring and managing energy consumption and reducing carbon emissions.

Senate received an update on the impact and implications for Keele of the Higher Education White Paper "Higher Education: Students at the Heart of the System", the Department for Business, Innovation and Skills technical consultation "a new, fit-for-purpose regulatory framework for the higher education sector" and the HEFCE teaching funding and student number controls consultation.

It was reported that the Deputy Vice-Chancellor and Provost had chaired the UCAS Admissions Process Review Consultation, which has recommended that enhancements to the current admissions process be introduced for 2014 entry to improve efficiency and the applicant experience and that significant changes be introduced to implement a post-results process in 2016. The proposed model would require substantial changes to the current timetable as A Level examinations would need to start 15 days earlier than at present, results would need to be available in early July, applications to be made after receipt of qualification results and an HEI start date of early October. A consultation on the review's recommendations will take place until 20 January 2012.

Senate was also informed that a number of workshops for Faculties and Directorates have been planned for the forthcoming weeks to move forward work on the development of local strategic plans and operating plans, that Council approved at its last meeting revised plans for the investment of £4.5 million into the refurbishment of the Students' Union building and Union Square and that Council had approved that Dr Simone Clarke be assigned responsibility as Secretary to Council with effect from 1 August 2012 and that the Deputy Vice-Chancellor and Provost would assume responsibility on an interim basis from 1 January 2012 until 31 July 2012.

A28. 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 that KUSU is embarking on a series of information-gathering projects to canvas student opinions on a variety of topics, undertaking a review of Personal Tutoring and looking into producing an alternate prospectus to give students a real insight into Keele and the surrounding area. It was also reported that the Independent Advice Unit in the Students' Union had seen a large increase in cases in the last 12 months.

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

Senate received the report from the President of the Keele Postgraduate Association who reported that a number of KPA Officer positions were vacant and that elections would take place to fill them shortly. The KPA's office is set to move into the Students' Union building, which represents an important opportunity to further enhance ties with KUSU. This was welcomed by members of Senate.

(c) Keele Postgraduate Association Constitutional Changes

The KPA has made a number of amendments to its Constitution, some of which have been made at the request of the Charity Commission in order to comply with the KPA's application for charitable status. The application has now been accepted and the constitutional amendments are being brought to Senate for recommendation to Council.

Senate **resolved to recommend:**

That the changes presented be approved by Council.

A29. UNIVERSITY LEARNING AND TEACHING STRATEGY

Senate received the University Learning and Teaching Strategic Map, which was accompanied by the first draft of the Learning and Teaching Operational Plan. It set out the national and local context for the development of the Plan and has been subject to wide consultation.

The Map identifies the following six key themes: Keele Distinctive Curriculum; Assessment and Feedback; Research-informed Education and Enquiry; Employability and Graduate Destinations; Technology and the Learning Environment; Quality Standards and Innovation in Learning and Teaching and Educational Practice. In addition, the two major cross-cutting themes are enhancing the overall student experience through the highest quality experience of learning and teaching; and enhancing the quality of our provision in support of academic standards.

Senate **resolved:**

That the Learning and Teaching Strategic Map be approved.

A30. RESEARCH EXCELLENCE FRAMEWORK: UPDATE, STRATEGY AND ISSUES

Senate received and discussed a paper on Keele's strategy for the Research Excellence Framework (REF) 2014, which proposed timelines, the likely shape of our REF submission along with the key issues that need to be considered.

It was noted that the total volume of staff likely to be submitted in the REF will be significantly reduced compared to the 2008 RAE. In 2008, 285.2 full time equivalent

(FTE) staff were submitted from Keele across 14 units of assessment (UoAs), which corresponded to 48% of all academic staff; this was a much more selective submission than the previous RAE in 2001. Initial analysis suggests that there will be 20-30% less submitted in the REF. The reduction in volume will vary across the UoAs with smaller decreases in Health and Natural Sciences and larger decreases in volume across the Social Sciences, most notably in Social Policy, Law and Business and Management.

If the same quality profile as in RAE 2008 and the current funding methodology (2012-2013) is assumed, the QR income that Keele will receive from REF 2014 from 2015-2016 onwards will be significantly reduced with a change in the distribution of QR funding across the three Faculties.

Impact is a new element of the REF with a 20% weighting, which it is proposed will increase to 25% in future REFs. The methodology requires case studies worth 80% and an impact template worth 20% on the unit's context and impact strategy. The number of impact cases depends on the size of the submission but a minimum of two are required for any UoA submission. A new writing style, which clearly explains and evidences the non-academic benefits to the lay person in terms of 'reach' and 'significance' is required. HEFCE has confirmed that the impact case studies can extend back to 1993 in terms of when the original research (2* or better) was published, but with the reach and significance of the impact being demonstrated and evidenced in the REF census period 2008-2013.

Following the RAE 2008, analysis showed that Keele was below the sector average for research income and research student numbers in many of the UoAs it submitted to but these metrics count directly towards the 'environment' element of the REF (15%). The Deputy Vice-Chancellor set Research Institutes targets to bring each UoA in line with the sector average. For 2010-2011, the overall University PGR target of 277 FTEs was already exceeded, which is extremely positive. For research income, the figures for 2010-2011 were £11.9m, which was below the target of £12.8m, although it should be noted that this still represents Keele's record annual research income. This will continue to be closely monitored by the Deputy Vice-Chancellor and the Pro Vice-Chancellor for Research & Enterprise but concern was expressed that some members of staff are simply not applying for research grants.

Senate endorsed the report.

A31. RESEARCH EXCELLENCE FRAMEWORK CODE OF PRACTICE

Senate received Keele's Code of Practice on the fair and transparent selection of staff for the 2014 REF submission. It was drafted following the detailed requirements received from HEFCE and the Equality Challenge Unit and has been considered by the University Executive Committee, Research Committee and the Keele University and College Union, where it was positively received.

Senate noted the Code of Practice.

A32. 2012 ENTRY APPLICATIONS UPDATE REPORT

Senate received an initial report on UK/EU recruitment for 2012 entry. Dr Clarke reported that 5,377 applications had been received at Keele at the time the report was written, the majority of which are within the Faculty of Health, particularly Medicine, which works to an earlier timetable than other subjects. Further analysis at this early stage is difficult.

Applications are -21.03% on 2011 but it was emphasised that Keele had an unprecedented 28% increase against a sector average of 4.5% last year. The current position is 22.43% up on the same time in 2010, which equates to 5,377 applications compared to 4,392.

It was noted that, although offers are being made, we will not be notified of our student number control (SNC) by HEFCE until mid-January 2012. Our modelling suggests that it will be around 1390 plus an unlimited number of AAB+ students; the SNC for 2011 was 1673 including 129 AAB+ students. Students who achieve AAB+ will be offered a scholarship of £1k and students who achieve AAA will be offered £2k (excluding medical students).

The 2012 recruitment round was always going to be a challenging year and one in which we need to adapt to our changing market. Not only are we trying to manage a new fee regime but we are also managing the impact of a general fall in the school/college leaver population, the effects of increasing our entry points, a re-branding, a general repositioning in the market place and the government policy on the recruitment of AAB+ students. Whilst these present challenges for Keele, they should not lead to under-recruitment if we have a sufficiently large application pool and continue to maximise conversions.

A33. UNIVERSITY RESEARCH COMMITTEE

(a) Annual Report 2010-2011

Senate received the annual report of the Research Committee for 2010-2011, which provided a summary of business conducted during the year. The Committee had received reports on research grant activity and success rates, associated research income and PGR student numbers.

Some of the key messages are as follows:

Positive

- 2% increase in research grant income
- Record annual research grant income
- Record PGR student intakes and overall PGR numbers
- Increasing grant success rate (in value)
- Some Research Institutes performing above target for research income
- Establishment of total 'research contribution'

Negative

- 19% decrease in Research grant applications
- Research income below University target
- Some Research Institutes performing below target for research income
- Decrease in Research Council income
- Decrease in average grant application value
- Research contribution decreased

Senate noted the report.

(b) Report of the Meeting held on 1 November 2011

Senate received a report of the meeting of the Research Committee held on 1 November 2011 in which it was noted that the Committee had received reports on the REF, key performance indicators for research, a report on research fellowship leave taken in 2010-2011 and an update from the Head of Research and Enterprise Services.

A34. UNIVERSITY LEARNING & TEACHING COMMITTEE

(a) Annual Report 2010-2011

Senate received the annual report of the University Learning & Teaching Committee for 2010-2011, which provided a summary of business conducted during the year. The Committee had approved the Keele Graduate Attributes, established an Assessment and Feedback Task and Finish Group, approved a number of new programmes and received and dealt with matters of quality assurance.

(b) Report of the Meeting held on

Senate received a report of the meetings of the University Learning and Teaching Committee (ULTC) held on 28 September 2011 and 9 November 2011.

Professor Andrews had provided an oral report on the September meeting at the previous meeting of Senate but summarised that at the November meeting of ULTC the Committee had discussed the extenuating circumstances process, approved a new programme in Specialist Practice Community Health Nursing (Health Visitor), the withdrawal of the MA Urban Futures and Sustainable Communities and received a paper on the provision of examination arrangements for students with specific assessment requirements.

B FORMAL APPROVALS BY SENATE

B35. ACADEMIC AWARDS

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

(a) *Taught degrees, diplomas and certificates*

The Senate approved the awards presented subject to the amendments as presented under the reserved areas agenda.

(b) *Postgraduate Research Awards*

The Senate approved the awards presented.

(c) Senate received details of the awards approved by the Vice-Chancellor between meetings under Chair's powers.

B36. POSTGRADUATE RESEARCH DEGREE CODE OF PRACTICE

Senate **resolved:**

That the revised Code of Practice for Postgraduate Research Degrees be approved.

B37. DEVIATION FROM THE REGULATIONS – LANGUAGE LEARNING UNIT

Senate **resolved:**

That a deviation from University Regulation 1A be approved for Language Learning students upon the recommendation of the University Learning & Teaching Committee.

B38. EXTERNAL EXAMINERS

Senate approved the internal and external examiners for taught and research degrees presented from Planning and Academic Administration.

B39. SUSPENSION OF RUSSIAN PhD PROGRAMME

Senate approved that recruitment to the Russian PhD programme be suspended on the recommendation of the Research Committee.

C RECOMMENDATIONS TO COUNCIL FOR APPROVAL

C40. AMENDMENTS TO THE UNIVERSITY REGULATIONS

- (a) Regulation 2D: Research Degrees and Regulation 14: Charging and Payment of Fees

Senate recommended that the amendments presented be approved by Council.

- (b) Regulation 8.12: Unacceptable Coursework And Academic Misconduct

Senate recommended that the amendments presented be approved by Council.

- (c) Regulation 17: Senior Remuneration Committee

Senate recommended that the amendments presented be approved by Council.

- (d) Regulation 17: Research Committee

Senate recommended that the amendments presented be approved by Council.

- (e) Regulation 17: Graduate School Board

Senate recommended that the amendments presented be approved by Council.

- (f) Regulation 17: Research Governance Committee

Senate recommended that the amendments presented be approved by Council.

- (g) Regulation 17: Research Ethics Sub-Committee

Senate recommended that the amendments presented be approved by Council.

- (h) Regulation 20: Student Discipline

Senate recommended that the amendments presented be approved by Council.

C41. APPOINTMENTS

Senate **resolved to recommend:**

That the appointment of Dr Stephen French as Acting Head of Keele Management School with effect from 1 January 2012 be approved by Council.

C42. AWARD OF HONORARY TITLES

Senate recommend that the proposals set out in the paper presented be approved by Council.

D FOR REPORT

C43. QAA MID-CYCLE INSTITUTIONAL AUDIT FOLLOW UP REPORT

The Senate received, for information, the final report on the QAA mid-cycle follow-up of the Institutional Audit, May 2008.

D44. REPORT ON RESEARCH FELLOWSHIP LEAVE TAKEN 2010-2011

The Senate received, for information, the report on research fellowship leave taken during the 2010-2011 academic year.

D45. APPOINTMENTS, RETIREMENTS AND RESIGNATIONS

The report of appointments, retirements and resignations was received, for information, from Human Resources.

D46. CHAIR'S ACTION

The Senate received, for information, the actions that have been approved by the Vice-Chancellor under Chair's action since the previous meeting.

E OTHER BUSINESS

The Vice-Chancellor recorded his thanks to Mr Morris who is retiring as University Secretary and Registrar at Christmas and reminded members that the University was holding a drinks reception to wish him well on 14 December 2011 and that he hoped that members would be able to attend. Mr Morris noted that it was his 71st meeting of Senate!

He also thanked Miss Paddison for standing in as Secretary to Senate over the last nine months and welcomed Mrs Dumbelton back from maternity leave.