

KEELE UNIVERSITY

MINUTES OF THE MEETING OF SENATE

Held on Wednesday 7th March 2012

The Vice-Chancellor welcomed Dorothea Ross-Simpson (Head of Governance and Quality Assurance) and Joe Turner (KUSU President-Elect) to their first meeting.

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

52. MINUTES

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

A POLICY AND STRATEGY ISSUES

A53. VICE-CHANCELLOR'S REPORT TO SENATE

Senate received the report from the Vice-Chancellor and noted how the installation of our Chancellor Jonathon Porritt had been an excellent event and he thanked all of those involved in making the day such a success.

The Vice-Chancellor had attended the Universities UK Spring Conference at which Sir Alan Langlands, Chief Executive of HEFCE, was the keynote speaker and presented an upbeat assessment of the current state of the HE sector. The sector had produced a 5% surplus in 2009-2010 and staffing costs had reduced to 53% of income, which compares to 59% at Keele. A number of uncertainties within higher education in the short to medium term were highlighted, including the possible expansion of freely recruitable students from AAB+ to ABB+ in 2013-2014. This proposal has been met with strong opposition from the sector, in favour of waiting to see the effect of the AAB+ regime this coming year before any further changes are made.

He also reported that the Wilson Review of Business-University Collaboration had recently reported and that the Graduate Advantage West Midlands consortium that Keele belongs to was mentioned as an example of good practice. Senators were encouraged to read the report.

A54. 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 an update on the very successful Volunteering Experience Project, the student experience for off-campus students and working with KUSU's partners.

(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 the development of its first Environmental Strategic Plan and the KPA's involvement in this year's Keele vs Staffordshire University Varsity matches. It was also reported that the KPA had conducted some research into PGR funding opportunities to address the confusion that exists around the £200 training budget available to all PGRs. The survey results showed that of the 91 participants, only 59 were aware of it and just three had accessed it. Professor Ormerod reported that the PGR Directors work tirelessly to advertise the funding and that he was

aware of more than three students who had accessed it as it is frequently used for training arranged by supervisors and the student may just not be aware where the funding has come from. It was agreed that details of the fund would be more effectively included in the Research Supervisor Training Programme. **ACTION: MO**

A55. 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 -6.56% on 2011 but +21.79% on 2010. Keele experienced a +28% increase in 2010 against a sector increase of +4.5%. 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 -2% against an average drop of -8.3% by Keele's benchmark group. The number of UK/EU PGT applications has increased by 18% on last year and they are predominantly for part-time study.

The student number control limit for Keele in 2012-2013 is 1363 in contrast to last year's limit of 1673. Students with entry qualifications equivalent to, or higher than, grades AAB are no longer included in the student number control and the government will allow unrestricted recruitment of these students so Keele is working hard to maximise recruitment in this area.

In response to a comment that there is some inconsistency in the approach that Schools take to Visit Days, the Director of Marketing and Communications reported that there was to be a review at the end of the year, which would include whether applicants prefer them to be held at weekends or during the week and, if at the weekend, whether they should be on both Saturday and Sunday or spread over different weekend. **ACTION: JM**

Senators were encouraged to participate fully in the forthcoming Visit Days.

A56. UNIVERSITY RESEARCH STRATEGIC MAP

The Pro Vice-Chancellor (Research and Enterprise) presented the University's Research Strategic Map. It underpins the first and third Strategic Aim of the University as set out in the University's Strategic Plan 2010-2015, namely "to be a broad-based University of about 10,000 students, recognised internationally for excellence in education and research" and "to deliver international excellence and impact in focused areas of research". It also underpins the University's ambitions as a research-led University. The Map summarises our key strategic research aims and objectives under the headings of quality, impact, people and environment, focus and resources.

Senate **resolved:**

That the Research Strategic Map be approved.

A57. CODE OF PRACTICE ON EXTERNAL EXAMINING

This item was withdrawn from the agenda.

A58. FRAMEWORK FOR HIGHER EDUCATION QUALIFICATIONS

Senate was presented with a proposal to adopt the Framework for Higher Education Qualifications (FHEQ) in England, Wales and Northern Ireland at Keele. It is designed to promote public confidence in academic standards through consistency and transparency about expectations of achievement represented by the higher education qualifications.

This is displayed within a series of general qualification descriptors, which summarise the levels of knowledge and understanding and the types of abilities. The levels of study at University become 4-8 rather than 1-5. This brings Keele in line with a large proportion of the sector and full compliance with the Quality Assurance Agency's FHEQ requirements.

Senate **resolved:**

That the proposal to adopt the Framework be approved.

A59. REPORT OF THE UNIVERSITY LEARNING AND TEACHING COMMITTEE

Senate received a report of the meetings of the University Learning and Teaching held on 25th January 2012, in which it was reported that a guidance document on the management of dyslexia had been received for discussion, notification that a review of the extenuating circumstances process was being undertaken and thanks were extended to Heads of Schools for their work in embedding the Distinctive Keele Curriculum.

A paper had also been presented on examination arrangements, which proposed changes to the operation of examination boards and associated activity with the intention of maintaining and enhancing standards as well as providing greater clarity and support for staff involved in examinations. The following decisions were made:

- Marks ending with 9: It was agreed that all marks ending with a 9 should remain except for 39 for undergraduate students, which would be automatically rounded up to 40 by SCIMS and 49 for postgraduate students which would be automatically rounded to 50 by SCIMS;
- Qualified Fails: It was agreed that where an examiner agrees that the mark is a fail, the qualifier of QF should be placed against that component to show this is a qualified fail;
- Resit Boards and additional progression boards: It was agreed that resit boards should include a representative from each school to ensure there is appropriate representation from a cross-section of disciplines;
- Viva Voce examinations: It was agreed that the viva voce examination was no longer appropriate and should only be used where it was a stipulated method of the assessment process.

A60. REPORT OF THE RESEARCH COMMITTEE

A report of the meeting of the Research Committee held on 21st February 2012 was received, which included an intake of 97 FTE PGR students so far this year, which takes the PGR population to a record 328 FTEs. The Committee received an update on preparations for the REF, details of the TRAC return 2010-2011, an update from the Head of Research & Enterprise Services and research grant award highlights since the previous meeting.

A61. PROFESSORIAL PAY REVIEW PROCESS: PROPOSALS FOR CHANGE

A paper was presented, which summarised the proposed arrangements for the development and implementation of changes to the pay review process for professorial and managerial and specialist grade 10 staff.

A comprehensive consultation process has been undertaken, the results of which were included in the paper. The response was universally supportive of the move towards an

open and fair process for the equitable reward of our senior staff based on an objective assessment of the contribution required of the post and/or postholder.

In response to a request from Professor Andrew that assurances be made that no members of staff would be demoted or have their salary reduced as a result of this process, Mrs Appleby confirmed that it would not happen as a result of this process. He also asked the University to consider automatic incremental progression in Zone A as he was aware that this was the case in at least one other University. Mrs Appleby responded that the current process at Keele did not have automatic incremental progression and there was no basis to change this.

It was noted that Heads of Schools would be very well supported throughout the process by the Deans and HR and that there was a lot of commitment and energy to its successful implementation. A review would also take place post-implementation.

The final recommendations will be presented to Council for approval on 26th April 2012.

B FORMAL APPROVALS BY SENATE

B62. 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 Nursing & Midwifery 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.

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

B63. EXTERNAL EXAMINERS

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

B64. UNIVERSITY PRIZES AND SCHOLARSHIPS

Senate approved the changes to the administration of prizes and scholarships as presented.

B65. PGR CODE OF PRACTICE

Senate approved the amendments to the PGR Code of Practice as presented.

B66. PRIZES 2010-2011

Senate approved the nominations presented.

C RECOMMENDATIONS TO COUNCIL FOR APPROVAL (pink papers)

C67. HONORARY DEGREES – STRICTLY CONFIDENTIAL

Senate recommended approval to Council of the proposals in the report from the Joint Committee for Honorary Degrees for the awards to be conferred in 2012.

Members of Senate were asked to note that these proposals for Honorary Degrees must remain **strictly confidential** until approval by Senate and Council has been given and it is known that the intended recipients are willing to accept.

C68. LIBRARY AND INFORMATION STRATEGY COMMITTEE

Senate recommended approval to Council of the proposal to establish a new Library and Information Strategy Committee.

C69. AMENDMENTS TO STATUES, ORDINANCES AND REGULATIONS

- (a) Ordinance IV: Awards and Conferment of Degrees, Diplomas etc

Senate resolved that the amendments presented be recommended to Council.

- (b) Regulation 2A: Modular Postgraduate Courses, Excluding Professional Doctorates and Research Degrees

Senate resolved that the amendments presented be recommended to Council.

- (c) Regulation 2D: Research Degrees

Senate resolved that the amendments presented be recommended to Council.

- (d) Various Ordinances and Regulations

Senate resolved to recommend that the amendments presented with references to the Director of Planning and Academic Administration where they conflict with her role as Secretary to Council be approved by Council.

- (e) Various Statutes, Ordinances and Regulations

Senate resolved to recommend that the amendments to the various Statutes, Ordinances and Regulations, which reference the University Secretary and Registrar, which is a post that no longer exists, be approved by Council.

Two further changes were made:

- (i) Statute Section 16 - To remove the Pro Vice-Chancellors from the membership of Council

- (ii) Ordinance XXIX.7 – To include the Director of Estates and Development

C70. AWARD OF HONORARY TITLES

The recommendations presented were approved.

D FOR REPORT (blue papers)

D71. AWARD OF MEDICAL DEGREES

It was noted that a letter from the General Medical Council had been received giving Keele University the authority to award primary medical qualifications.

D72. ANNUAL FITNESS TO PRACTICE REPORT 2010-2011

Senate received, for information, the annual Fitness to Practice report 2010-2011 from the Faculty of Health.

D73. APPOINTMENTS, RETIREMENTS AND RESIGNATIONS

A list of appointments, retirements and resignations was received.

D74. CHAIR'S ACTION

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