



## MINUTES OF THE MEETING OF SENATE

Held on Wednesday 16<sup>th</sup> October 2013

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

### 1. MINUTES AND ACTIONS

(a) Minutes

The minutes of the meeting held on 26<sup>th</sup> June 2013 were approved and signed.

(b) Actions List

Senate received and noted the actions list that detailed the progress of the actions that were agreed at the last meeting.

### 2. MATTERS ARISING

The Chair highlighted the Chair's action taken relating to the revised degree algorithm, as agreed at the last meeting (minute number A90). It was reported that over the summer, three variations of the main University degree classification schemes were approved by Chair's action for new students starting in September 2013 on the following programmes: MPharm, MGeoscience, and programmes in Nursing and Midwifery.

In addition, the University Learning and Teaching Committee approved at its September meeting, on behalf of the Senate, the application of the following two subjects to implement the Compensation Rule, as specified in the main degree algorithm; the two subjects being Mathematics (for BSc Mathematics and dual honours Mathematics) and BSc Physiotherapy.

### A POLICY AND STRATEGY ISSUES

#### A3. VICE-CHANCELLOR'S REPORT TO SENATE

The Chair submitted a report to Senate that provided an overview of the results of the National Student Survey 2013, the student admissions position and planning for Keele beyond 2015, which were discussed in greater detail when the dedicated paper on the agenda was considered by Senators. The Vice-Chancellor's report also highlighted the work of Universities UK and their report on "Where students fees go"; the government's International Education Strategy; UK Outward Student Mobility Strategy and HEFCE's overview report on postgraduate education in England.

#### A4. STUDENT OFFICERS REPORTS

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

Senate received the report from the President of KeeleSU. Ms Taylor highlighted that the Elected Officers were working with Trustees to develop the KeeleSU Strategic Plan and also that their coffee outlet "Blend" had a decrease in sales by 26% year on year, which would need to be monitored. Ms Taylor summarised the work relating to the

Time to Change pledge, which is a public commitment to challenge the stigma surrounding mental health issues, as outlined in the paper.

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

Senate received the report from the President of the KPA. Ms Ironside introduced her report to Senate, noting the key activities as the Welcome Month induction plans, the introduction of the mentoring programme for PhD students and the preparation work to introduce a mentoring scheme for PGT students. It was also reported that the KPA were working with the Learning and Professional Development Centre on various postgraduate training programmes and also to address the issues of women in academia and women taking up postgraduate studies.

A5. UK/EU 2013 ENTRY ADMISSIONS UPDATE REPORT

The Director of Planning & Academic Administration provided an overview of the attached report on the University admissions position for 2013-2014 entry, highlighting that despite being a volatile year for the sector, at Keele the student number control (SNC) set by HEFCE had been achieved (1119 SNC including the +3% flexibility band; 1124 as a likely final figure).

It was reported that the University had set an internal stretch target of 349 for recruiting students achieving A-levels of ABB+ (an unrestricted population), and had achieved an actual number of 288, which was an increase of 15% on ABB+ student recruited in 2012 (250).

Thanks were expressed to staff involved in admissions, both centrally and within Schools.

A6. NATIONAL STUDENT SURVEY (NSS) 2013

Senate received the NSS Outcomes and Institutional Response report, which highlighted the outstanding achievements for Keele, with a good response rate of 65% and for overall satisfaction, 93% agreement, compared to a national average of 85%. The Pro Vice-Chancellor for Education and Student Experience congratulated and thanked staff within the most successful subject areas, alongside the support staff in Schools and Directorates, and the students' unions.

The results for Library and Resources were highlighted as a key achievement in the 2013 survey, with Senators noting the significant improvement in scores for Library and Resources over the past five years, the achievement credited to Mr Reynolds and his staff.

Senate discussed the challenge to improve student satisfaction scores for assessment and feedback, noting that this matter would be addressed as part of the Assessment Review, along with initiatives to ensure electronic/typed feedback is available to all students.

It was reported that the NSS report would be remodelled to improve the communication of outcomes from the Survey and that Annex F of the paper outlined the four stage review process of the 2013 outcomes. Senate was informed that the University Learning & Teaching Committee would lead the review and identify areas of improvement to continue achievements.

A7. UNDERGRADUATE EDUCATION AFTER 2013: INTERIM REPORT AND RECOMMENDATIONS

A Working Group was established to address "Undergraduate Education after 2015", focussing on the new degree structure and longer-term UG education strategy issues. The paper presented to Senate by the Working Group outlined that a huge number of dual honours combinations recruit zero or low numbers of students, which was placing a serious strain both administratively and concerning resources. It was recognised that this could have

a negative impact on student recruitment, student experience and opportunities for developing new programmes.

Discussion centred on the four recommendations within the paper:

- 1) That from 2014/15, dual honours students (who require at least 120 credits in each principal subject) should take at least 45 credits in each of years 2 and 3 (FHEQ levels 5 and 6);
- 2) That Schools, as part of their current review of assessment patterns, should consider using both modules of 15 or 30 credits from 2014/15;
- 3) That detailed further work be undertaken to explore whether a 3-block timetable should be introduced from the 2014/15 academic year, for which a provisional proposal be presented to Senate (outlined within Annex C of the paper); firm recommendations to be brought to the December Senate meeting;
- 4) That recommendations be brought to the December Senate meeting concerning the way that dual honours programmes are presented/ marketed, for inclusion in the UCAS handbook for the 2015 entry, linked to the work on the timetable to ensure the most popular combinations are offered and promoted.

Senate approved recommendations 1 and 2; and agreed in principle recommendations 3 and 4, which would require further development of the operational issues by the Working Group before being submitted to Senate in December 2013 for further discussion and approval.

It was noted that some of the annexes were missing from the printed papers. It was agreed that the Secretary would ensure all annexes to the paper were available on the KLE after the meeting.

*[Secretary's Note: This action was completed after the meeting.]*

#### A8. INSTITUTIONAL REVIEW ACTION PLAN

In response to the outcomes of the University's Institutional Review (IR) by the Quality Assurance Agency (QAA), which took place in March 2013, the University is required to publish an IR action plan on its website within one term after the review report had been published, therefore, by 8<sup>th</sup> November 2013.

The IR Steering Group developed the draft action plan presented to Senate, to identify an appropriate and proportionate response to each of the recommendations and affirmations raised by the QAA review panel. Senators noted that the draft action plan had been approved by Academic Strategy Committee on 8<sup>th</sup> October 2013 and that further detail in the action plan would be submitted to Senate in the near future.

Senate approved the Institutional Review Action Plan.

#### A8. DISTINCTIVE KEELE CURRICULUM EVALUATION

Senate received the Distinctive Keele Curriculum Evaluation Report, which was focussed on four key areas relating to the implementation and embedding of the DKC and the data collection carried out to inform the evaluation. It was reported that the feedback and outcomes of the evaluation report would be incorporated into an action plan to be addressed by the DKC Monitoring Group, which would be scrutinised by University Learning & Teaching Committee.

#### A9. REPORT FROM THE SPRE WORKING GROUP

Following discussion on a revised Staff Performance Review and Enhancement (SPRE) procedure at the meeting of Senate on 26<sup>th</sup> June 2013, a SPRE Review Working Group was established to reconsider the proposals. Professor Pat Bailey, Chair of the Working Group,

introduced the paper presented at this meeting of Senate, highlighting that there were modest but important changes to most Sections of the SPRE appraisal form, including a feedback summary (Section 3b).

Both the Director and the Deputy Director of Human Resources and Student Services attended the meeting to answer questions relating to the current and proposed changes to the SPRE procedure.

Discussion was thorough and wide-ranging but centred on the following points:

- It was acknowledged that an appraisal system was necessary and should support differential feedback for differential performance;
- That the revisions were proposed with the aim of eliminating inconsistencies and unfair practice identified with the current appraisal system;
- That the proposed categories in the summary feedback as “Excellent”, “Commendable” or “In need of improvement” (Section 3b) had generated most concern amongst academic staff, as this was seen by some colleagues as a coding/grading system that could have a negative impact on staff morale;
- That the summary feedback might be replaced with a qualitative feedback narrative, but that this should be unequivocal to outline where the areas of development lie and where excellence has been identified;
- That underpinning guidance to support the delivery of the SPRE Procedure, and the completion of the form, should be developed with clear and appropriate descriptors;
- That, as under the existing model, confidentiality of the process should be maintained within the management line and made transparent to the appraiser and appraisee, with clear guidance to outline the circumstances where a senior line manager may be involved in the process (Section 7 of the form);
- That there were many positives identified with the proposed process, such as providing staff with the evidence to support their own promotion applications, particularly important for the career young, along with a mechanism to acknowledge excellence and support the development of staff.

Senate agreed that the appraisal form was acceptable, subject to the revision of Section 3 – feedback to the appraisee. Following significant discussion, summarised above, it was agreed that the tick boxes within Section 3b of the form should be reviewed with a view to replacing it with a clear narrative. If the narrative was not explicit in its description, then the summary feedback table would need to be retained.

Senate recommended that the proposed revision to the SPRE Procedure be re-submitted for Senate to endorse, prior to submission to Council and implementation, following completion of the recommendations:

- 1) That the Working Group reconvene to revise Section 3b of the SPRE Form in order to make explicit the narrative feedback provided to the appraisee;
- 2) That the Working Group develop the supporting guidance for the appraiser and appraisee in the SPRE process;
- 3) That the Working Group reconsiders whether an appeals process should be implemented.

*[Secretary’s Note: The Chair of Senate and the Chair of the SPRE Working Group agreed to submit a revised paper to Senate in March, once the Working Group had effectively considered the matters delegated from the October meeting of Senate.]*

## A10. RESEARCH COMMITTEE

The minutes of the meeting of the Research Committee held on 16th October 2013 were submitted to Senate, along with a summary of recent research grant awards. Professor Ormerod provided an overview of the preparations for the Research Excellence Framework,

highlighting that there were 6 weeks until the submission date; that there would be submissions to 17 different units of assessment (5 more than submitted in the RAE2008); that approximately 260 staff FTE would be submitted (on par with the RAE2008, despite a higher quality threshold for the REF); that there was a 60% increase in postgraduate research students over the REF census period (compared to the RAE2008 submission); and that there had been a 77% increase in research income per FTE being submitted over the REF period.

Senators noted that comments were being collated centrally to coordinate the University's response to HEFCE consultation on Open Access for the next REF.

The list of recent research grant awards were acknowledged as an outstanding achievement, with thanks being expressed to those within Research Institutes and the support staff in RIs and Directorates.

#### A11. UNIVERSITY LEARNING & TEACHING COMMITTEE (ULTC)

Senate received the minutes of the meetings of the University Learning & Teaching Committee held on 18th July 2013 and 18<sup>th</sup> September 2013. Senate ratified the list of nine programmes approved by ULTC at its July meeting, under delegated authority from Senate, and also noted the Chief External Examiners report for 2012/13.

#### A12. LIBRARY AND INFORMATION STRATEGY COMMITTEE (LISC)

Senate received the minutes the meeting of the Library and Information Strategy Committee held on 16th September 2013. Professor Shepherd, Chair of LISC, informed members that the Learning and Teaching Technologies Group would be looking at the use of technologies in conjunction with the assessment review, particularly focussing on technology use beyond 2015. It was also reported that some technical problems identified with the newly installed WiFi across campus were being addressed by IT; that the challenges of providing e-resources to students studying overseas were being mitigated, whilst complying with the Copyright Licensing Agency Licence. Senate acknowledged the success of the Library in its achievements in the past few years, which had been reflected in the National Student Survey results.

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

#### B13. ACADEMIC AWARDS

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

(a) Taught degrees, diplomas and certificates

Senate approved the awards presented, with the exception of the awards that were withdrawn from the list and the amendments presented under the reserved areas agenda.

(b) Postgraduate Research Awards

Senate approved the awards presented, with the exception of the awards that were withdrawn from the list and the amendments presented under the reserved areas agenda.

#### B14. PERSONAL TUTORING CODE OF PRACTICE

Senate received and approved the Personal Tutoring Code of Practice.

## B15. EXTERNAL EXAMINERS

Senate approved the nominations for external examiners.

## B16. APPOINTMENT TO COMMITTEES

Senate approved the following appointments to University Committees:

- (a) The election of the following two Senate members on to Council for the term of office 2013-17 with effect from 1<sup>st</sup> September 2013:
  - Dr Cath Bucher, Head of School of Health and Rehabilitation
  - Dr Helen Parr, SPIRE
- (b) The appointment of Dr Nicholas Seager to the University Learning & Teaching Committee as a representative of the Faculty of Humanities & Social Sciences for the three year term 2013-2016.

## C RECOMMENDATIONS TO COUNCIL FOR APPROVAL

### C17. APPOINTMENT OF DEPUTY VICE-CHANCELLOR AND PROVOST

Senate agreed to recommend to Council that Professor Trevor McMillan be approved as the Deputy Vice-Chancellor and Provost, with effect from 1 January 2014. The Chair reported that Professor McMillan was looking forward to taking up his role and would be visiting Keele shortly.

### C18. RESEARCH INSTITUTE DIRECTOR APPOINTMENT

Senate agreed to recommend to Council that the following appointment be approved:

Professor Graham Williams' term as Research Institute for the Environment, Physical Sciences and Applied Mathematics be extended to 30 November 2013.

### C19. STUDENT TRANSGENDER SUPPORT POLICY

Senate agreed to recommend to Council that the Student Transgender Support Policy be approved.

### C20. THIRD PARTY ACCESS POLICY

Senate agreed to recommend to Council that the Third Party Access Policy be approved.

### C21. INFORMATION STRATEGY

Senate agreed to recommend to Council that the Information Strategy be approved.

### C22. STRESS MANAGEMENT POLICY

Senate agreed to recommend to Council that the Stress Management Policy be approved.

### C23. AMENDMENTS TO STATUES, ORDINANCES AND REGULATIONS

- (a) Statute Section 34: Reserved Areas of Business

Senate agreed to recommend to Council that the amendment to Statute Section 34 be submitted to the Privy Council for approval.

- (b) Regulation 1A: Modular Bachelors Degrees, Including Certificates and Diplomas of Higher Education

Senate agreed to recommend to Council that the amendment to Regulation 1A be approved.

- (c) Regulation 17.A.6: Occupational Health and Safety Committee

Senate agreed to recommend to Council that the amendment to Regulation 17.A.6 be approved.

- (d) Regulation 17.A.9: Equality and Diversity Committee

Senate agreed to recommend to Council that the amendment to Regulation 17.A.9 be approved.

- (e) Regulation 17.B.1: University Learning and Teaching Committee

Senate agreed to recommend to Council that the amendment to Regulation 17.B.1 be approved.

- (f) Regulation 17.B.2: Quality Assurance Committee

Senate agreed to recommend to Council that the amendment to Regulation 17.B.2 be approved.

- (g) Regulation 17.B.4: Graduate School Board

Senate agreed to recommend to Council that the amendment to Regulation 17.B.4 be approved.

- (h) Regulation 17.B.5: Research Degrees Committee

Senate agreed to recommend to Council that the amendment to Regulation 17.B.5 be approved.

- (i) Regulation 19: Appeals Against Failure of Foundation Year 1 (F1) Training

Senate agreed to recommend to Council that the amendment to Regulation 19 be approved.

- (j) Regulation 24: Vehicles

Senate agreed to recommend to Council that the amendment to Regulation 24 be approved.

- (k) Various Regulations

Senate agreed to recommend to Council to remove references in the Regulations to the old level 0, 1, 2, 3 and M and to retain the FHEQ levels.

#### C24. AWARD OF HONORARY TITLES

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

### **D FOR REPORT**

#### D25. ATTENDANCE AT SENATE AND ITS SUB-COMMITTEES

Senate received the report on attendance levels for the 2012-2013 academic year.

D26. ACADEMIC MISCONDUCT ANNUAL REPORT

Senate received the report on cases of academic misconduct in 2011-2012.

D27. APPOINTMENTS, RETIREMENTS AND RESIGNATIONS

A list of appointments, retirements and resignations was received.

D28. CHAIR'S ACTION

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



## SENATE

### ATTENDANCE – 16 OCTOBER 2013

(a) ***The Vice-Chancellor***

Professor Nick Foskett

(b) ***Deputy Vice-Chancellor and Provost and the Pro Vice-Chancellors and the Deans (including the Chairs of the Boards of Studies and Faculties)***

	<i>Interregnum</i>	Deputy Vice-Chancellor and Provost
	Professor Fiona Cownie	Pro Vice-Chancellor for the period 2013-2018
A	Kevin Mattinson	Pro Vice-Chancellor for the period 2009-2014
	Professor Mark Ormerod	Pro Vice-Chancellor for the period 2011-2016
	Professor Andy Garner	Dean of the Faculty of Health & Pro Vice-Chancellor
	Professor David Shepherd	Dean of the Faculty of Humanities & Social Sciences & PVC
	Professor Pat Bailey	Dean of the Faculty of Natural Sciences & PVC

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

	Dr Simone Clarke	Director of Planning and Academic Administration and Secretary to Senate
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(d) ***Librarian***

Paul Reynolds

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

***Academic Schools:***

	School of Computing and Mathematics: Professor Graham Rogerson
	School of Sociology and Criminology: Dr Bill Dixon
A	Keele Management School: Professor Harry Scarbrough
A	School of Health & Rehabilitation: Dr Catherine Bucher
	School of Humanities: Professor Susan Bruce
	School of Law: Professor Andrew Francis
	School of Life Sciences: Professor David Hoole
	School of Medicine: Professor Val Wass
	School of Pharmacy: Professor Nigel Ratcliffe
	School of Public Policy and Professional Practice: Professor Stephen Cropper
	School of Nursing and Midwifery: Dr Pauline Walsh
	School of Physical and Geographical Sciences: Professor Stuart Egan
A	School of Politics, International Relations & Philosophy: Professor Bulent Gokay
	School of Psychology: Professor Michael Murray

***Academic Departments (Research Institutes):***

	Institute for Environment, Physical Sciences & Applied Mathematics: Professor Graham Williams
A	Institute for Humanities: Professor Ann Hughes
A	Institute for Primary Care and Health Sciences: Professor Elaine Hay
A	Institute for Science and Technology in Medicine: Professor Alicia El Haj
A	Institute for Social Sciences: Professor Ann Hughes

**(f) Members of the Electoral Roll elected by the Senate**

**(g) Members of the Electoral Roll elected by the Electoral Roll**

*Elected by the Faculty of Health*

	Ms Christine Armstrong (Nursing and Midwifery)	2012-2015
	Russell Crawford (Medicine)	2011-2014
A	Dr Jackie Waterfield (Health and Rehabilitation)	2013-2016
	Dr Katie Maddock (Pharmacy)	2013-2016
	Dr Penelope List (Medicine)	2012-2015
	Dr Stuart McBain (Medicine)	2011-2014
A	Dr Alison Pooler (Nursing and Midwifery)	2011-2014
	Carole Watkins (Health and Rehabilitation)	2011-2014

*Elected by the Faculty of Humanities and Social Sciences*

	Professor Joe Andrew (Humanities)	2011-2014
	Dr Jane Boylan (PPPP)	2013-2016
	Professor Michael Haley (Law)	2012-2015
	Dr SORCHA Uí Chonnachtaigh (Law)	2013-2016
	Dr Helen Parr (SPIRE)	2011-2014
	Dr Nicholas Reyland (Humanities)	2012-2015
	Dr Nicholas Seager (Humanities)	2012-2015
	Dr James Tartaglia (SPIRE)	2011-2014
A	Dr Tsachi Keren-Paz (Law)	2013-2016
	Robin Bell (Humanities)	2012-2015

*Elected by the Faculty of Natural Sciences*

A	Dr Nigel Cassidy (Physical & Geographical Sciences)	2012-2015
A	Professor Douglas A Quinney (Computing & Maths)	2011-2014
	Dr Sharon George (EPSAM)	2013-2016
A	Dr Alexandra Lamont (Psychology)	2011-2014
	Dr Sue Sherman (Psychology)	2012-2015
	Dr Frederic Tripet (Life Sciences)	2012-2015

**(h) Student Representatives: Elected Officers**

*President of Keele Students' Union*

	Victoria Taylor	2013-2014
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*Vice-Presidents of Keele Students' Union*

	Ally Bird	2013-2014
	Dan McCarthy Stott	2013-2014
	Danny Walker	2013-2014
	Joe Baker	2013-2014

*President of the Association of Postgraduate Students*

	Lisa Ironside	2013-2014
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**OFFICERS IN ATTENDANCE**

A	Dr Jonathan Hughes	HUMSS Postgraduate Director of Learning & Teaching
	Dr Kelvin Johnstone	HUMSS Faculty Director of Learning & Teaching
	Dr Richard Stephens	Natural Sciences PG Director of Learning & Teaching
	Dr David McGarvey	Natural Sciences Faculty Director of Learning & Teaching
A	Mark Brennan	Health Faculty Director of Learning & Teaching
	Professor Julius Sim	Health Postgraduate Director of Learning & Teaching
	John McCarthy	Director of Marketing and Communications

A	Dorothea Ross-Simpson	Head of Governance & Quality Assurance
	Dr Brian Doherty	Director of the Research Centre, SPIRE
	Claire Appleby	Director of Human Resources and Student Support
	Rachel Adams	Head of Human Resources

SECRETARIAT

Jo Sylvester	Governance Officer
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