



MINUTES OF THE MEETING OF SENATE

Held on Wednesday 26th June 2013

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

82. MINUTES AND ACTIONS

(a) Minutes

The minutes of the meeting held on 6th March 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.

A POLICY AND STRATEGY ISSUES

A83. VICE-CHANCELLOR'S REPORT TO SENATE

The Chair submitted a report to Senate that provided information on the Council Away Day (Keele 2015 and Beyond); Universities UK Submission to the 2013 Spending Round; the HEPI/Which? 2013 Student Academic Experience Survey; Evaluating Impact in the Research Excellence Framework; The Funding Environment for Universities; and the HEFCE Consultation on Student Number Controls.

Three sections of the report were highlighted; the Chancellor's Spending Review and the 6% cut in the budget for Department for Business, Innovation and Skills; that the timetable and Strategic Plan post-2015 would be submitted to Senate in the new academic year following the planning that took place at the Council Away Day; that HEFCE had been asked to consider increasing the flexibility for student recruitment in 2014/15 whilst maintaining the ABB+ A-levels threshold.

The Vice-Chancellor, on behalf of Senate, welcomed the attendance of the incoming Elected Officers as observers to the meeting and thanked Professor Andrews for her significant contribution to Senate and to the University, wishing her well in her retirement.

A84. STUDENT OFFICERS REPORTS

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

Senate received the report from the President of KeeleSU. Mr Turner highlighted that the current Elected Officers had dedicated time to the handover programme to induct the incoming Officers and summarised the matters for their focus during 2013/14, as outlined in the report.

Mr Turner expressed thanks to on behalf of all KeeleSU Elected Officers to Senate and in particular Professor Marilyn Andrews and Rama Thirunamachandran.

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

Mr Irwin introduced his report to Senate, noting the key achievements during the twelve months in office and the ongoing projects, being the PGR Research Training System; PhD Mentoring Scheme; and the Review of Postgraduate Events. It was reported that the KPA would continue to work with the NUS to achieve a fairer system of funding for postgraduates and postgraduate provision.

The proposal to merge the KPA with the KeeleSU was reported as being explored further by all associated parties, in order to identify an ideal structure to best support postgraduate students academically as well as socially. It was reported that further dialogue would take place during the coming academic year.

Mr Irwin expressed thanks to Senators for their support and engagement with the KPA and its officers during the year.

A85. STAFF PERFORMANCE REVIEW AND ENHANCEMENT (SPRE) PROCEDURE

The revised Staff Performance Review and Enhancement (SPRE) Procedure was submitted to Senate for endorsement prior to submission to Council for formal ratification. The proposed Procedure had been evolved and approved by the University Executive Committee following a wide consultation process throughout the University.

Both the Director and the Deputy Director of Human Resources and Student Services attended the meeting to present the paper.

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 performance matrix had generated most concern amongst academic staff, as was seen by some colleagues as a coding/grading system that could have a negative impact on staff moral;
- That a structured form should be considered and the appropriateness of a performance matrix within that documentation should be evaluated;
- The need to review the role of both the appraiser and appraisee in providing written feedback in the SPRE process;
- That the Professorial Performance Review and Enhancement Procedure had been revised, approved and implemented without concern and had mirrored the format for the revised SPRE Procedure;
- That the underpinning guidance for delivery of the SPRE Procedure should be revised/developed with clear and appropriate descriptors.

Citing the full range of consultation approaches and events organised to inform the drafting of the proposal, the Chair expressed concern that the consultation process had been poorly engaged by staff around the University. Senators were asked to encourage participation in future staff consultations.

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) A group be formed with membership comprising of Senators and a relevant selection of staff across the University (including professional services staff) to develop the proposal and revision to the Procedure;

- 2) That structured feedback to staff on performance be reviewed by the group, with a recommendation of how it will be operationalised, made consistent and proposed within the revised Procedure;
- 3) The form and performance matrix be reviewed with consideration to remove the use of performance codes and a revision to the descriptors.

A86. EXTENUATING CIRCUMSTANCES FRAMEWORK

Senate was asked to approve the Extenuating Circumstances Framework, acknowledging that further regulatory and procedural detail was in development along with further work on an implementation plan.

It was reported that the management of extenuating circumstances (ECs) had been reviewed following discussions with Rob Behrens, Chief Executive of the Office of the Independent Adjudicator for Higher Education (OIA). It was proposed that School EC Boards would be implemented, with a trained Chair and Secretary, to process and approve students' ECs applications, including retrospective submission of ECs; with the Sub-Committee for Examination Absences and Coursework Extensions dealing with complex cases or longer term extensions and have an oversight for ensuring consistent practice.

Following a review of best practice at other institutions, it was identified that students should be allocated greater responsibility for reporting circumstances, via self-certification rather than the reliance on evidence from a medical professional.

It was reported that the proposed process had been approved by University Learning and Teaching Committee and that phased implementation should be completed over a period of two years from September 2013.

Discussion centred on the role of the ECs Board, the role of the SCEACE and the advantages and disadvantages of permitting students to self-certify their ECs. There was general agreement amongst Senators that self-certification would be beneficial to the management of students' ECs and should, therefore, be adopted by School EC Boards and SCEACE.

Senate approved the Extenuating Circumstances Framework, permitting further work to be undertaken as outlined in section 5 of the paper.

Senate agreed to delegate authority for the associated amendments to University Regulation 8.15 (Extenuating Circumstances) to be approved by Chair's actions.

A87. STUDENT SUPPORT STRATEGY

Mr Ian Munton, Head of Student Support and Development Services (SSDS), attended the meeting to provide a brief overview of the Student Support Strategy, summarising the amendments to the document following feedback at the meeting held on 6th March 2013.

Senate ratified the Student Support Strategy and recommended submission to Council, subject to the following amendments to the Strategy:

- That an annex be included to reference other strategies within the University and the students' unions that would be relevant or associated to the Student Support Strategy;
- That the services and facilities referenced within the Strategy should be explicitly attributed to a section of the University or KeeleSU.

A88. INTERNATIONALISATION STRATEGY

The Internationalisation Strategy was submitted to Senate to outline the guiding principles for the University's internationalisation agenda until 2015. It was noted that the Strategy and

map had been documented to coordinate the initiatives taking place around the University and to centralise the actions relating to internationalisation included in other strategic and operational plans. It was also noted that the Strategy would need to be adapted over time to recognise and respond to the external environment, the risks and our finite resources, to achieve the strategic priority to grow and support the numbers of international students.

Senate ratified the Internationalisation Strategy and recommended submission to Council.

A89. EMPLOYER ENGAGEMENT STRATEGY

Senate was asked to review and approve the revised Employer Engagement Strategic Map and Operating Plan 2013-2015, which had been revised to reflect the most up to date policies and practices in regard to employer engagement. It was noted that the University Executive Committee had approved the Strategic Map and Operating Plan.

Following discussion, Senate ratified the Employer Engagement Strategic Map and Operating Plan for submission to Council, subject to incorporation of the following amendments to the Operating Plan:

- the performance indicator for 3b should be worded to reflect that it would be an aspiration to enrol 20 students per module;
- the Operating Plan should feature an objective to reflect the need to work with Schools to identify and encourage the take-up of placement opportunities amongst PGT and PGR students and in future consider proposing a target for PGR placements;
- the Operating Plan objectives within section 3 should broadly reference the Higher Education Achievement Record (HEAR).

A90. THE REVISED DEGREE ALGORITHM - IMPLEMENTATION

At its meeting on 6th March 2013 Senate received and approved a proposal to amend the University's degree algorithm. It was agreed that a report would be prepared by the Degree Algorithm Working Group relating to the implementation of the new degree algorithm and present it to Senate at its meeting in June 2013.

The report presented to Senate set out an implementation action plan and requested approval to:

- a) endorse the proposal to apply the new algorithm to students commencing their studies at Level 4 in 2013/14, with students that were repeating the first year on a full-time basis in 2013/14 being required to accept the new algorithm as a condition of repeating the year;
- b) approve the Quality Assurance Procedure outlined within Annex A of the report and related timeline for implementation of the condonement rule.

It was noted that the recommendations followed legal advice that had been sought on the new degree algorithm and timing for implementation. It was also reported that further consideration would be given to borderline cases, with a paper being submitted to Senate in 2013/14, after consideration at the Faculty Learning & Teaching Committees and the University Learning & Teaching Committee.

Senate approved the recommendations a) and b) proposed within the paper and agreed to delegate authorisation of necessary amendments to University Regulations to the Chair to action.

A91. 2013 ENTRY ADMISSIONS UPDATE REPORT

Dr Clarke provided an overview of the attached report on University Admissions for 2013-2014 entry, highlighting that numbers for individual subject areas had been included as

requested last year, in addition to the School statistics. It was reported that achieving the student number control of 1119 would be challenging, particularly given the number of firm acceptances, but achievable with a clearing campaign and owing to the potential for some ABB+ applicants holding Keele as insurance may miss their predicted grades and therefore meet the standard Keele offer of BBB. However, Senate was advised that it was very unlikely that Keele would achieve the ABB+ target for places that are now outside of the student number control. It was also noted that for Keele, as for the rest of the Higher Education sector, the admissions numbers for PGT courses continues to be a challenge.

A92. INSTITUTIONAL REVIEW – KEY FINDINGS

The report outlining the key findings from the Institutional Review by the Quality Assurance Agency was presented to the Committee for information, where it was noted that the report had been published on the QAA website. Senators were informed that the full detailed report could be provided upon request to the Head of Governance & Quality Assurance.

Thanks were expressed to all colleagues involved with the Institutional Review, namely Dr Simone Clarke, Dorothea Ross-Simpson, Sian Conner, Ally Bird and Emma Hedges.

A93. GENERIC ASSESSMENT CRITERIA

Senate received the Generic Assessment Criteria, produced by the Learning & Professional Development Centre. Professor Andrews provided an overview of the criteria levels, the usage and development. The KeeleSU Elected Officers reported of their support for the Generic Assessment Criteria, with the recommendation that some of the language should be softened before implementation.

Senate received and approved the Generic Assessment Criteria.

A94. RESEARCH COMMITTEE

The minutes of the meeting of the Research Committee held on 14th May 2013 were submitted to Senate, where members noted the research successes highlighted within the paper.

A95. UNIVERSITY LEARNING & TEACHING COMMITTEE

Senate received and noted the minutes of the meetings of the University Learning & Teaching Committee held on 20th March 2013 and 22nd May 2013.

The Chair of ULTC highlighted for Senate that the Masters in Health Professions Education: Assessment and Accreditation in association with FAIMER was now fully signed off by ULTC via Chair's Action. Following the approval event in September 2012, provisional approval had been given subject to an outstanding condition relating to setting up a tripartite contract. Subsequent negotiations resulted instead in a tightly bound bilateral agreement with FAIMER, included in which was a copy of the contract for services between FAIMER and the primary academic deliverer. Professor Andrews confirmed that she was satisfied that this meets the spirit of the condition set by the approval panel and that legal advice had been sought in relation to the UK Quality Code and that on this basis she recommended final approval to Senate. Senate approved the recommendation.

A96. LIBRARY AND INFORMATION STRATEGY COMMITTEE

Senate received and noted the minutes the meeting of the Library and Information Strategy Committee held on 8th May 2013.

B FORMAL APPROVALS BY SENATE

B98. LEAVE OF ABSENCE POLICY FOR TAUGHT STUDENTS

Senate received and approved the Leave of Absence Policy for Taught Students.

B99. 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.

B100. EXTERNAL EXAMINERS

Senate approved the nominations for external examiners.

B101. SENATE MEMBERSHIP 2013-2014

Senate approved the outcome of the election of the following members of the Electoral Roll of Senate as a result of the recent election conducted by the Secretary to Senate:

Faculty of Humanities:	Dr Jayne Boylan Dr Sorcha Uí Chonnachtaigh Dr Tsachi Keren-Paz
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Faculty of Natural Sciences:	Dr Sharon George
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Faculty of Health:	Dr Katie Maddock Dr Jaqueline Waterfield
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C RECOMMENDATIONS TO COUNCIL FOR APPROVAL

C102. ALCOHOL POLICY

Senate agreed to recommend to Council that the Alcohol Policy for students be approved.

C103. APPOINTMENT OF THE PRO VICE-CHANCELLOR FOR EDUCATION AND STUDENT EXPERIENCE

Senate agreed to recommend to Council that Professor Fiona Cownie be approved as the Pro Vice-Chancellor for Education and Student Experience, with effect from the start of the 2013/14 academic year.

C104. AMENDMENTS TO POSTGRADUATE RESEARCH REGULATIONS AND PROCEDURES

Senate received the two reports, (a) and (b), outlining proposed amendments to governing documents for postgraduate research students.

- (a) Code of Practice for Postgraduate Research Students - Amendments related to:
- Changes to Research Training
 - Leave of Absence for Postgraduate Research Students
 - Abolition of the Reference to the Graduate School
- (b) Regulation 2D – The proposed amendment to Regulation 2D to reflect the amendment to the Code of Practice for Postgraduate Research Students.

Senate agreed to recommend to Council that the amendments to the Code of Practice on Postgraduate Research Degrees and the amendment to Regulation 2D be approved.

C105. AMENDMENTS TO STATUTES, ORDINANCES AND REGULATIONS

- (a) Regulation 1A (11.5) – Reassessment Attempts

Senate agreed to recommend to Council that the amendment to Regulation 1A (11.5) be approved.

- (b) Regulation 8.6 – Double Marking

Senate agreed to recommend to Council that the amendment to Regulation 8.6 be approved.

- (c) Regulation 8.12.7.4 – Collusion and Unacceptable Work

Senate agreed to recommend to Council that the amendment to Regulation 8.12.7.4 be approved.

- (d) Regulation 17(a).1 – Strategic Planning Committee

Senate agreed to recommend to Council that the amendment to Regulation 17(a).1 be approved.

- (e) Regulation 17(a).4 – Audit Committee

Senate agreed to recommend to Council that the amendment to Regulation 17(a).4 be approved.

- (f) Regulation 17(b).7 – Library and Information Strategy Committee

Senate agreed to recommend to Council that the amendment to Regulation 17(b).7 be approved.

- (g) Regulation 18 – Fitness to Practice

Senate agreed to recommend to Council that the amendment to Regulation 18 be approved.

- (h) Regulation 24.2 – Bicycles

Senate agreed to recommend to Council that the amendment to Regulation 24.2 be approved.

C106. AWARD OF HONORARY TITLES

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

D FOR REPORT

D107. STUDENT APPEALS ANNUAL REPORT

Senate received the annual report on student appeals.

D108. APPOINTMENTS, RETIREMENTS AND RESIGNATIONS

A list of appointments, retirements and resignations was received and noted.

D109. CHAIR'S ACTION

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

E ANY OTHER BUSINESS

E110. APPOINTMENT OF THE DEPUTY VICE-CHANCELLOR AND PROVOST

It was reported that a joint appointment committee, comprising members of Senate and Council, would be established to recommend to Council the replacement to the post of Deputy Vice-Chancellor, following Rama Thirunamachandran's departure at the end of September. The Vice-Chancellor informed Senators that further information regarding the joint appointment committee would be circulated via the Senate email circulation list. On behalf of Senate, the Vice-Chancellor thanked the Deputy Vice-Chancellor for his contribution to the University during past five years.