



## MINUTES OF THE MEETING OF SENATE

Held on Wednesday 15<sup>th</sup> October 2014

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

The Chair welcomed to the meeting each of those whose membership commenced from September 2014, either as an elected member of Senate or an ex-officio role.

### 1. MINUTES AND ACTIONS

(a) Minutes

The minutes of the meeting held on 25<sup>th</sup> June 2014 were approved, along with the minutes of the Approvals Group meetings held on 7<sup>th</sup> July and 19<sup>th</sup> August 2014.

(b) Actions List

Senate received and noted the actions list that detailed the progress of the actions that were agreed at previous meetings.

### 2. MATTERS ARISING

(a) KPA REPRESENTATION

The Chair informed members that a decision had been taken to invite the KPA Finance and Association Secretaries to be in attendance at future meetings of Senate (a decision recorded within the Chair's Action report included in the Senate papers).

(b) AMENDMENTS TO STARRED ITEMS

The Chair reported that some minor amendments to starred items (Academic Awards; External Examiners; and a Regulation), had been submitted to the Governance Office between the time that the papers were circulated and the time of the meeting; these amendments were approved and recorded under the relevant section of the minutes.

(c) SENATE VENUE

Members were informed that due to the refurbishment of rooms within the Walter Moberly Building, the next Senate meeting would take place in the Exhibition Suite of the Chancellor's Building, with a more permanent venue still under review.

### 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 updates and trends in the external environment, notably student recruitment across the sector, and also an update on the recruitment to senior executive appointments.

#### A4. STUDENT OFFICERS REPORTS

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

Senate received the report from the President of the KeeleSU, along with the draft KeeleSU Strategic Plan.

It was reported that the StARs for 2014/15 had been elected and that training would take place at the end of November, noting that a communication of the names of the StARs would be circulated to students and University staff shortly. It was also reported that students would be invited to become a "Green StAR" to champion environmental issues, which would be recorded on the student's HEAR.

Members were also informed about the arrival events that had taken place during the first few weeks of the new academic year, including the Sports Conference established to train the committee members for societies and sports clubs.

On overview of the KeeleSU Strategic Plan was provided, highlighting the vision, promise, and the concept of each of the aims within the Plan. Members were informed of the process for its development, following wide consultation, market research by an external consultant organisation and a Board of Trustees Away Day. Senate members were encouraged to participate in the online consultation for the feedback on the KeeleSU Strategic Plan.

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

Senate received the report from the President of the KPA, where the following items were highlighted:

- That there had been 27 induction and welcome events for postgraduate students during the first few weeks of the academic year, with an increase in the footfall at the KPA Clubhouse;
- That a KPA Strategic Plan would be developed shortly to ensure continuity through transition of KPA Presidents;
- That the PhD Mentoring scheme had received very good feedback and that the participation this year had increased compared to last year;
- That PGT Mentors were not currently available, but that it would be explored further with Student Support and Development Services;
- That the KPA was engaging students through social media, by setting up its own YouTube channel, primarily for research communications;
- That there was an expectation to receive a higher number of applications for the KPA Bursary this year;
- That the KPA had been involved with Green Impact.

#### A5. SEMINAR - REVIEW OF SENATE EFFECTIVENESS 2014

Professor McMillan and Dr Clarke delivered a seminar mode presentation on the outcome and next steps for the Review of Senate Effectiveness 2014, following completion of the questionnaire by Senate members over the summer.

Members were provided with an overview of the responses to the quantitative and qualitative questions within each of the three sections of the questionnaire, summarised as:

- The balance between operational and strategic matters could be improved;
- Information on the external environment could be broadened;
- The level and amount of information provided in advance of the meeting is conducive to effective discussion;
- Understanding across the institution needs to be improved with regards to governance – in particular the relationship between Senate, Council and working groups;
- The standard of writing and format of some reports could be improved;

- Information exchange and relationship with Council could be improved;
- Dissemination of items discussed and decisions made at Senate needs to be improved;
- Provides a voice to the academic community;
- Both positive and negative feedback relating to the information provision on the external environment and its influence on Keele's operations;
- Meetings were well organised and managed;
- Some members rarely contribute to discussion;
- A good open discussion forum producing effective debate opportunities;
- The business and representation is well balanced;
- Discussion is well managed by the Chair;
- Efficient organisation and administration of paperwork, including electronic access.

Based on the discussion, the following recommendations were made:

- Introduction of a Senate newsletter, with a special version written for a student audience. This could be promoted through the University's electronic weekly newsletter, *Week@Keele*, and be available on the University website;
- The Senate cover sheet could be amended to include a new section where the author of each Senate paper would write a very brief summary of the paper for inclusion in the newsletter and an announcement communication (see next recommendation);
- A communication to be sent to the campusstaff mail-list on the day that Senate papers are circulated, providing an agenda and summary of each item;
- All Senate papers (excluding those marked Commercial in Confidence and/or part of the reserved agenda) to be made available to all staff via the University's virtual learning environment;
- A joint event involving all Senators and Council members could be held annually to facilitate networking and the discussion of key initiatives;
- Council members could undertake more visits to different parts of the University to promote networking and their understanding of the academic work of the University.

It was reported that a written report would be submitted to the December meeting of Senate to summarise the finding and recommendations of the Review of Senate Effectiveness 2014.

#### A6. DRAFT STRATEGIC PLAN 2015-2020

Senate received the draft Strategic Plan for the period 2015-20, noting that the development was a result of extensive consultation which had taken place over the past 18 months involving staff, students and Council members. The Chair provided an overview of the introduction; mission, vision and values; and each of the strategic aims.

Members were informed of the documents that would be developed to support internal use and the documents for external corporate communications. It was reported that the Strategic Plan Task and Finish Groups would work on the clarification of the Key Strategic Actions and Ambitions for each of the aims. It was noted that the Vice-Chancellor's Annual Address to Staff had launched the formal consultation exercise, including an online consultation facility on the University's website, of which Senate members were encouraged to participate.

Feedback from Senate members included:

- Recognition that the aims had to be broad-based and that there was no purpose for an operating plan serving the term of the strategic plan, as there was a need to be flexible and responsive to changes in the external environment;
- That Aim 4 (contribution to the communities we serve) could be strengthened to promote the transformative role that Keele could have internationally and also how local and international communities can serve the University;

- That within Aim 5 (promotion of environmental sustainability) there was opportunity for more distinctiveness of environmental sustainability at Keele and that the aim could be expanded further;
- That all of the developments and improvements planned for the estate should be outlined within an estates plan for the future and include progressive and ambitious objectives;
- That the principles of Athena SWAN should be included within the strategy to demonstrate the University's long term commitment to the initiative;
- That the essence and spirit of the history of the University be identified within the plan;
- That employability should be emphasised within the plan;
- That student accommodation was a key priority that needed to be monitored to ensure a balance with the student profile;
- That ethical sustainability should be explicitly referenced within the plan;
- That internationalisation, as a major priority for the University, should be strengthened within the plan to provide sufficient scope for the new Dean;
- That specific programmes of study should not be referenced within the plan.

It was reported that the revised draft of the Strategic Plan would be submitted to Council on 6<sup>th</sup> November 2014.

#### A7. POLICY FOR THE MANAGEMENT OF ACADEMIC AWARDS AND STUDENT PROGRESSION DURING INTERRUPTIONS TO NORMAL TIMESCALES (INT)

Senate was asked to consider and approve the revised INT Policy, which set out the arrangements that would be put in place concerning student assessments and the operation of examinations boards during periods of disruption experienced by the University or by a collaborative partner; disruptions could include the loss of key teaching buildings (for example, as a result of fire), an epidemic (for example, Ebola) or industrial action (for example, action short of a strike).

The new elements of the Policy were reported to be:

- The inclusion of information concerning finalist students and the calculation their award;
- The alignment with the new University Extenuating Circumstances Regulations;
- Further detail about the operation of examination boards;
- Further detail about award decision-making, whereby awards would not be calculated until the full range of marks were available and detail about how this approach would impact on final year students;
- Further clarity on how decisions would be reached concerning alternative assessment arrangements.

Members were informed that the revised Policy reflected the Universities UK guidance issued during the summer, along with best practice across the sector and had also been reviewed by solicitors specialising in HE in the light of legislative changes and case law.

It was acknowledged that a new Equality Impact Assessment had been completed for the Policy and that information and guidance would be developed and implemented for staff and students. It was also recognised that programmes that have professional accreditation may be out of the remit of the Policy.

Senate approved the Policy for the Management of Academic Awards and Student Progression During Interruptions to Normal Timescales (INT).

#### A8. NATIONAL STUDENT SURVEY 2014

Senate received a report on the outcomes and institutional response to the National Student Survey (NSS) 2014, noting the significant achievement in being joint first for overall satisfaction, with a score of 93%.

Members were informed that in order to maintain this strong position, new arrangements of the NSS discipline-based reviews and action planning had been developed, which would enable Schools to be more proactive in their approach and allow greater sharing of information across disciplines. The process also provided a mechanism to allow dissemination of good-practice to ensure steps to address any dissatisfaction could be implemented before the next NSS period.

It was acknowledged that the level of engagement and response from Schools had been exceptional, with the next stage being the sharing of School responses with Deans and Faculty Learning and Teaching Directors.

It was noted that the Library was achieving a good score given its size and level of resources, recognising that the score had considerably increased over the past five years.

#### A9. ADMISSIONS UPDATE REPORT FOR 2014 ENTRY

Senate received an overview of the 2014 recruitment cycle for undergraduate and postgraduate admissions. Members were informed that, for undergraduate admissions, the Student Number Control had been achieved, as a result of the successes of this year's confirmation and clearing campaign. It was reported that the University had recruited more ABB+ students than last year.

For international admissions, it was reported that the conversion rate was lower, considerable lower than the intake target, despite the total number of applications being higher than last year. For postgraduate taught students, it was reported that the numbers were broadly similar to last year, although the conversion of applicants to enrolled students had been poorer than in previous years. It was noted that the admissions position for international and postgraduate taught for 2014 entry, were in line with the rest of the sector.

Members were informed that the Admissions Group would continue to monitor the recruitment strategy for 2015 entry, recognising the impact of the external environment on student recruitment, for example, civil unrest and the increased terror threat particularly impacting on PGT recruitment.

#### A10. UNIVERSITY LEARNING & TEACHING COMMITTEE (ULTC)

Senate received and noted the Annual Report 2013/14 of ULTC, along with the minutes of the meeting held on 23<sup>rd</sup> July and 23<sup>rd</sup> September 2014.

Professor Cownie, Chair of ULTC noted four salient points within the minutes:

- That two task and finish groups had been convened by ULTC to report back on specific issues relating to practice for late coursework submission; attainment gaps identified within the Equality and Diversity Profile Report; and combined subject dissertation for dual honours students;
- That ULTC had approved the introduction of a Keele Excellence Award for staff supporting teaching and learning, and three additional HEAR-recordable activities: Student Ambassadors, Halls Experience and Activities Teams and Student Employee of the Year;
- That the StARs Training Conference would be held on 25<sup>th</sup> October, following the StARs online election process, which had proven to be very successful this year credited to the hard work of the Elected Officers;

- That the ULTC discussion item feature at each meeting, to provide members with updates and examples of best practice, had proven to be very successful, with a waiting list for forthcoming discussion themes.

#### A11. RESEARCH COMMITTEE

Senate received the minutes from the meeting of the Research Committee held on 9<sup>th</sup> September 2014, where the main items discussed were reported as:

- The strategy taken for allocating REF Units of Assessments for all academic staff who were not submitted to the REF and the requirements for inclusion in the HESA 2013/14 Staff Return. Consultation and decision making had involved Research Committee, Deans and Heads of Schools. It was noted that the information may be used in sector-wide league tables when the REF 2014 results are published;
- The Research Income Metrics 2013/14 presented to Research Committee had shown an 8% increase in research income (to £14.5m) compared to the previous year, with Research Council supported facilities income exceeding £4m, resulting in £19m REF returnable income in 2013/14. However, some concern was noted for the c.£6m decrease in total value of research grant applications when compared to the previous two years where it was c.£50m – it was acknowledged that this would be monitored by Research Committee;
- An update on Open Access and the development of research systems at Keele, where Senate was provided with the update reports that were submitted to Research Committee;
- The key development of a “Professional Activities” module in the Symplectic research system, which could capture external research activities and engagement and impact-related activities; noting the many benefits for staff in updating the information, including its use for CVs, in annual research reviews and automatically updating their profile on the Keele webpage.

Senate also received and welcomed an update of recent research grant awards and a summary of some significant successes in relation to postgraduate research students.

#### A12. LIBRARY & INFORMATION STRATEGY SUB-COMMITTEE (LISC)

Senate received and noted the Annual Report 2013/14 of the Library & Information Strategy Sub-Committee, along with the minutes from the meetings of LISC held on 10<sup>th</sup> September 2014.

Professor Shepherd, Chair of LISC, reported that the Committee had received a report of the negotiations between the Copyright Licence Agency and Universities UK relating to the CLA's digitisation licence, noting that this would be a welcomed initiative to prevent disparity of services amongst students at overseas campuses.

Members were informed that LISC would be monitoring the enhancement of the Keele App for the digitised use of communications and access to Keele systems for the purposes of learning and teaching. It was also reported that there had been a few cases of an IT security breach whereby members of staff had disclosed personal details in response to a bogus HMRC email. Members were asked to remind all staff not to disclose personal information by email and to ensure familiarity with the University's IT Conditions of Use and consequences where breaches occur.

#### B13. ACADEMIC AWARDS

Senate approved the awards as set out in the papers, including the amendments to awards submitted to the Governance Office between the time that the papers were circulated and the time of the meeting (details of the awards amended were outlined in the reserved minutes).

(a) Taught degrees, diplomas and certificates

Senate approved the awards presented in the papers, along with the awards that were withdrawn from the list and the amendments/additional students who were named under the reserved areas.

(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. PRIZES**

Senate approved the following student prizes:

- (a) The Ray Johnson Prize for students engaging in media production project work in Media, Communication and Culture in the School of Humanities;
- (b) The Ken Loach Prize for students with outstanding overall performance in Media, Communication and Culture in the School of Humanities;
- (c) The Laura Mulvey Prize for students who have achieved the best performance in their dissertation in Media, Communication and Culture in the School of Humanities.
- (d) The Munro-Carrigan Prize in Early Modern and Contemporary Literature to encourage students to broaden their programmes of study to embrace both the Early Modern and the Contemporary Periods, in the School of Humanities.

**B15. APPOINTMENT TO COMMITTEES**

Senate approved the following appointments to Committees:

- (a) Dr Jane Richardson (PCHS), replacing Professor Carole Thornley, as the Chair of Research Degrees Committee;
- (b) Professors Paul Eggleston and Barbara Kelly as ex-officio members of Senate, as Faculty Research Directors, replacing the former Research Institute Directors in their respective Faculties.

**C RECOMMENDATIONS TO COUNCIL FOR APPROVAL**

**C16. EXTERNAL EXAMINERS**

Senate was informed that the name of an additional external examiner had been submitted to the Governance Office between the time that the papers were circulated and the time of the meeting (the name of the examiner was included in the reserved minutes). Senate agreed to recommend to Council that the nominations for external examiners be approved.

**C17. AMENDMENTS TO STATUES, ORDINANCES AND REGULATIONS**

- (a) Regulation 1 & 2 (various sub-sections) – Admissions

Senate agreed to recommend to Council that the amendments to Regulations 1A, 1B, 1C, 1F, 1G, 2A, 2B, 2C relating to admissions be approved.

(b) Regulation 6 – Visas and Immigration

Senate agreed to recommend to Council that the amendments to Regulation 6 relating to Visas be approved.

(c) Regulation 8.15 – Extenuating Circumstances

Senate agreed to recommend to Council that the minor wording amendment to Regulation 8.15 relating to ECs be approved.

(d) Regulation 20 – Student Discipline

Senate agreed to recommend to Council that the minor wording amendment to Regulation 20 relating to Student Discipline Panel membership be approved.

(e) Various Regulation amendments with reference to Research Institutes

Senate agreed to recommend to Council that the amendments to Ordinance VI and VII and Regulations 2D; 3A; 3B; 7; 10 and various under 17(a) and (b) be approved to reflect the restructuring of Research Institutes, as approved by Senate in June 2014.

#### C18. APPOINTMENTS

Senate agreed to recommend to Council that the following appointments be approved, as prescribed within the paper:

- (a) Professor P Eggleston as the Faculty Research Director for Natural Sciences from 1<sup>st</sup> September 2014;
- (b) Professor R Lippens as the Acting Head of the School of Sociology & Criminology for the period 19<sup>th</sup> July 2014 – 31<sup>st</sup> July 2015;
- (c) Professor S Shardlow as the Acting Head of Public Policy & Professional Practice for the period 1<sup>st</sup> August 2014 – 31<sup>st</sup> July 2015.

#### C19. AWARD OF HONORARY TITLES

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

### D FOR REPORT

#### D20. ANNUAL REPORTS OF THE EXECUTIVE LIAISON COMMITTEES 2013/14

- (a) Education Student Liaison Committee  
Senate received and noted the Annual Report of the Education Student Liaison Committee 2013/14.
- (b) Research Student Liaison Committee  
Senate received and noted the Annual Report of the Research Student Liaison Committee 2013/14.
- (c) Keele Society Advisory Committee  
Senate received and noted the Annual Report of the Keele Society Advisory Committee 2013/14.

#### D21. ATTENDANCE AT SENATE AND ITS SUB-COMMITTEES

Senate received the report on Committee attendance levels for the 2013/14 academic year.

#### D22. SENATE COMMITTEES' PROJECTS & INITIATIVES ANNUAL REPORT

The QAA Institutional Review in 2013 resulted in a recommendation that the University should introduce an institutional-level approach for measuring and monitoring the timely implementation of policies and practices and for evaluating their impact, by the start of the 2014-15 academic year. Members were reminded that in October 2013, Senate agreed to receive an annual report which monitors progress and completions of the projects and initiatives of its sub-committees.

Senate received and noted the first Senate Committees' Projects & Initiatives Annual Report 2014.

#### D23. SUB-COMMITTEE FOR EXAMINATION ABSENCES AND COURSEWORK EXTENSIONS REPORT

Senate received a report on SCEACE decisions taken since the last meeting.

#### D24. APPOINTMENTS, RETIREMENTS AND RESIGNATIONS

A list of appointments, retirements and resignations was received.

#### D25. CHAIR'S ACTION

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



## SENATE

### ATTENDANCE – 15 October 2014

(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)***

Professor Trevor McMillan	Deputy Vice-Chancellor and Provost
Professor Fiona Cownie	Pro Vice-Chancellor for the period 2013-2018
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 Anne Loweth	Acting Dean of the Faculty of Natural Sciences

(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***

Mr Paul Reynolds

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

***Academic Schools:***

School of Computing and Mathematics: Dr Anthony Osborne (*Acting*)

School of Sociology and Criminology: Professor Ronnie Lippens (*Acting*)

A Keele Management School: Professor Robin Bladen-Hovell

A School of Health & Rehabilitation: Dr Catherine Bucher

School of Humanities: Professor David Amigoni

School of Law: Professor Andrew Francis

School of Life Sciences: Professor David Hoole

A School of Medicine: Professor Val Wass

A School of Pharmacy: Professor Nigel Ratcliffe

School of Public Policy and Professional Practice: Professor Steven Shardlow (*Acting*)

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):***

Faculty Research Office for Natural Sciences: Professor Paul Eggleston

A Faculty Research Office for Humanities and Social Sciences: Professor Barbara Kelly

A Institute for Primary Care and Health Sciences: Professor Elaine Hay

A Institute for Science and Technology in Medicine: Professor Alicia El Haj

(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*

A	Ms Christine Armstrong (Nursing & Midwifery)	2012-2015
	Dr Russell Crawford (Medicine)	2014-2017
	Dr Jackie Waterfield (Health & Rehabilitation)	2013-2016
	Dr Katie Maddock (Pharmacy)	2013-2016
	Dr Penelope List (Medicine)	2012-2015
	Ms Anne O'Brien (Health & Rehabilitation)	2014-2017
	Ms Daxa Knowles (Pharmacy)	2014-2017
	Dr Nicholas Forsyth (Medicine)	2014-2017

*Elected by the Faculty of Humanities and Social Sciences*

	Dr Jane Boylan (PPPP)	2013-2016
	Professor Michael Haley (Law)	2012-2015
	Dr Sorcha Uí Chonnachtaigh (Law)	2013-2016
	Dr Helen Parr (SPIRE)	2014-2017
	Dr Nicholas Reyland (Humanities)	2012-2015
	Dr Nicholas Seager (Humanities)	2012-2015
	Professor Tsachi Keren-Paz (Law)	2013-2016
	Ms Robin Bell (Language Learning Unit)	2012-2015
	Dr Stephen French (Keele Management School)	2014-2017
A	Dr Ceri Morgan (Humanities)	2014-2017

*Elected by the Faculty of Natural Sciences*

A	Dr Nigel Cassidy (Physical & Geographical Sciences)	2012-2015
	Dr Sharon George (Physical & Geographical Sciences)	2013-2016
	Dr Sue Sherman (Psychology)	2012-2015
A	Dr Frederic Tripet (Life Sciences)	2012-2015
	Dr William Kirk (Life Sciences)	2014-2017
	Dr Katie Szkornik (Physical & Geographical Sciences)	2014-2017

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

*President of Keele Students' Union*

	Mr Bolu Oyewale	2014-2015
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*Vice-Presidents of Keele Students' Union*

	Ms Bhavika Patel	2014-2015
	Mr Dan McCarthy Stott	2013-2015
A	Ms Annie Piper	2014-2015
	Ms Lucy O'Dwyer	2014-2015

*President of the Association of Postgraduate Students*

	Mr Jon Granger	2014-2015
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**OFFICERS IN ATTENDANCE**

A	Dr Kelvin Johnstone	HUMSS Faculty Director of Learning & Teaching
A	Dr Richard Stephens	Natural Sciences PG Director of Learning & Teaching
	Dr Richard Waller	Natural Sciences Faculty Director of Learning & Teaching
	Professor Lindsay Bashford	Health Faculty Director of Learning & Teaching
	Professor Julius Sim	Health Postgraduate Director of Learning & Teaching
A	Mr John McCarthy	Director of Marketing and Communications
	Ms Dorothea Ross-Simpson	Head of Governance & Quality Assurance

**SECRETARIAT**

	Ms Jo Sylvester	Governance Officer
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