



MINUTES OF THE MEETING OF SENATE

Held on Wednesday 5th March 2014

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

53. MINUTES AND ACTIONS

(a) Minutes

The minutes of the meeting held on 4th December 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 previous meetings.

54. MATTERS ARISING

It was reported that some amendments to academic awards and proposed external examiners had been submitted to the Governance Office between the time that the papers were circulated and the time of the meeting (details of which were outlined in the reserved minutes).

A POLICY AND STRATEGY ISSUES

A55. VICE-CHANCELLOR'S REPORT TO SENATE

The Chair submitted a report to Senate and highlighted four sections of the report; the visits to Schools, Research Institutes and Directorates by the Vice-Chancellor and Deputy Vice-Chancellor & Provost that were taking place between February and April 2014; that Green Week had been a great success, particularly the lively debate in the Westminster Theatre on "Our Positive Future"; the events planned to celebrate International Women's Day; and the Office for Fair Trading's investigations into the Higher Education sector.

A56. STUDENT OFFICERS REPORTS

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

Senate received the report from the President of KeeleSU, where it was highlighted that Ms Taylor and Mr McCarthy Stott had been re-elected for the 2014/15 academic year following the KeeleSU officer's elections. It was also reported that 4 out of the 5 officers for 2014/15 were female. Ms Taylor noted the work progressing to develop the KeeleSU Strategic Plan for the next six years, which would be linked in to the University's Strategic Plan.

The rebrand of democracy within KeeleSU, the housing fair for students seeking off-campus accommodation and the KeeleSU Bursary Scheme were also noted.

(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 that initiatives include working with the Marketing and Communications Directorate to encourage more undergraduate students to progress into postgraduate education at Keele and also that public engagement events were planned with current postgraduate students.

Senators were informed that the KPA elections would be taking place at the end of March, with the results being announced at the start of April; and that a KPA 2-day Conference would be held at the end of March featuring a “three-minute thesis” session for PhD students to summarise their research in an open forum. It was also reported that Women in Academia events delivered by the Learning and Professional Development Centre, focussing on learning and professional development, were being offered to female postgraduate students.

Members commended the KPA for their work to encourage more undergraduate students to progress to postgraduate studies.

A57. REPORT OF THE STAFF PERFORMANCE REVIEW AND ENHANCEMENT (SPRE) WORKING GROUP

Senate received a paper from the SPRE Working Group, following on from the report considered at the October 2013 meeting of Senate, proposing development of the SPRE process. The Chair of the SPRE Working Group outlined the key changes to the SPRE process, which had been recommended by Senate, and the revised Guidance Notes, SPRE Summary Form, Reviewee and Reviewer Preparation Forms and a SPRE Process Flow Chart.

Discussion focussed on the wording and interpretation of section 3.1 of the Guidance Notes – the Key Framework of the Scheme, particularly where the process proposed that in exceptional circumstances a member of staff may request a change to the proposed reviewer and how that request would be considered. Senators considered scenarios whereby this may be necessary and how the process would be used accordingly. Discussion also centred on the role and responsibilities of line managers and acknowledged that there were other HR processes available to address problems with the line management relationship, if necessary, which should be considered separately from the SPRE process.

Senate approved the proposed SPRE process, subject to:

- a) the Chair of Senate amending the wording in section 3.1.2 of the SPRE Guidance Notes, where a member of staff may request to change the proposed reviewer;
- b) in section 3 of the SPRE Review Summary Form, to insert “and/or” to the sentence including “...and where there are areas of concern...”.

It was noted that once amended, the documents would need to be formally approved by the University Executive Committee, followed by submission to Senate and Council for information.

Thanks were expressed to all the staff that had been involved in the Working Group and consultation process.

A58. KEELE BEYOND 2015 – A STRATEGIC OVERVIEW AND POSITION PAPER

Senate received a report that provided an overview of the proposed strategic shape and direction of Keele in the five year period beyond 2015. The key ideas within it emerged from widespread discussion at University Executive Committee, in Council and with Senior Management Group between August 2012 and February 2014, and from the developing ideas from the nine Working Groups and the Strategic Planning Group established to oversee the development of the next Strategic Plan for the University.

Feedback from Senators included:

- That external perception of the University's Plan needs to be carefully considered to ensure the correct message is being promoted and in a positive and stretching portfolio – removing any negative language from the Plan;
- That resident staff and community was Keele's unique selling point that should be made more explicit throughout the Plan;
- The need to consider how Keele can grow by focussing on its strengths – research areas and teaching excellence to overall improve quality;
- The need to ensure that student experience and student engagement is at the heart of the Plan and explicit throughout each section;
- The need to be more creative in the use current resources of staff and electronic systems;
- The need to strive to be a small but a fantastic University and that maintaining entry standards is important;
- The need to invest in staffing expertise to identify what was happening in various commercial markets in order to develop new partnerships and capitalising on existing partnerships.

It was reported that the purpose of the report was to provide a framework for the next stages in the evolution of the strategy and plans. It was acknowledged as being subject to change in the light of both further debate and of changing external circumstances and that the detail and the nuances would emerge in more detailed work over the period through to summer 2015.

A59. INTERNATIONAL ADMISSIONS UPDATE

Senate received an update report on international student admissions for 2014 entry, highlighting that, to date, the University had received a total of 3484 applications (3119 applications with overseas fees, 365 applications with fee status queries), an average of 18% increase on the same time point last year.

It was reported that applicants from Hong Kong (18%), China (13%) and applicants already in the UK (7%) continued to be the largest proportion of international applicants to the University's undergraduate courses.

It was also reported that a project was underway to improve the application processing and conversion activities to ensure a stronger position to convert offer holders to Keele students.

A60. BORDERLINE RULE FOR MAIN DEGREE ALGORITHM

When the new degree algorithm was approved by Senate in 2013, there was recognition that further consideration would need to be given as to whether it was appropriate to specify "a borderline rule", as existed for the previous degree algorithm. Senate received and

considered an options appraisal submitted on behalf of the Degree Algorithm Working Group, following a review of guidance for examination boards regarding borderline cases.

The two options considered were:

Option A: That there be no borderline to augment the main degree algorithm adopted in 2013. The rationale for this option would be that Strand 2 already allows students to achieve the higher degree classification even if their average mark does not fall into the higher class;

Option B: That there should be a borderline for Strand 1 in all degree classes except for those students on the borderline of a 3rd class degree, but no borderline for Strand 2. The borderline would be set at a mark of boundary -2 (which for a 1st class degree is a weighted average of 68%) without the need to achieve at least 60 Level 6 credits in the higher class.

The report highlighted the advantages and disadvantages of each option, followed by a recommendation from the Working Group to approve Option B as a fair and rigorous approach to the awarding of undergraduate degrees.

It was noted that an implementation plan and guidance for exam boards would be formulated and submitted to University Learning and Teaching Committee for approval. Discussion led to considering the introduction of anonymised exam boards; acknowledged as practice increasing across the sector. It was reported that a proposal for anonymised exam boards would be submitted to Senate following a review.

Senate approved the recommendation set out in Option B of the report.

A61. UNIVERSITY LEARNING & TEACHING COMMITTEE (ULTC)

Senate received the minutes of the meeting of the University Learning & Teaching Committee held on 29th January 2014 and noted the significant matters highlighted on the cover sheet. Senators were encouraged to identify features of good practice around the University, as a presentation would be held at the start of each ULTC meeting for the purpose of information sharing.

It was reported that the new programme approval process was fully implemented and working well and that ULTC had also played a key role in the Review of Assessment Practices using the nationally-recognised TESTA methodology.

Discussion on the approval of proofreading guidance led to further operational queries, where it was agreed that such queries should be addressed to the Chair of ULTC outside of the Senate meeting.

With regards the Higher Education Achievement Record (HEAR), there was a debate at ULTC about whether to include the role of Student Ambassadors as a HEAR recordable activity, which was recommended as needing further discussion with the Head of Records and Examinations.

A62. RESEARCH COMMITTEE

Senate received the minutes from the meeting of the Research Committee held on 11th February 2014, along with a summary of the Research Excellence Framework (REF 2014) Submission. It was reported that the substantive focus of the Research Committee meeting was a strategic planning discussion considering “Keele Beyond 2015: Research”, with discussion identifying the key areas to be:

- Impact
- Research time
- Organisation of research and funding
- Research planning and performance monitoring
- Research metrics (REF, grant income, PGR)
- Partnerships

It was also reported that the Equality & Diversity Survey, along with an Equality Impact Assessment had been completed for the REF Submission, as required by HEFCE.

The Committee were also informed of discussion at Research Committee meeting on the emerging areas of research strengths that should be supported in addition to the overarching research themes; the need to increase research staff numbers, particularly a growth of career young researchers; and the impact of the Finch Report and Open Access.

A63. LIBRARY & INFORMATION STRATEGY SUB-COMMITTEE (LISC)

Senate received an oral update from the meeting of the Library & Information Strategy Sub-Committee held on 24th February 2014. Professor Shepherd, Chair of LISC, reported that the Committee had discussed developing a strategy for learning that would be broader than electronic resources; and that a Web-Strategy Working Group had been established to ensure the information on the University's website was accurate, representative and up to date.

It was noted that there was a strong outcome for the Library in the recent National Student Survey results and that Library expenditure was below the rest of the sector, with Library footfall increasing – it was acknowledged that there was a need to review Library space and the use of study space across campus.

B FORMAL APPROVALS BY SENATE

B64. UNIVERSITY ASSESSMENT REVIEW: KEY FINDINGS AND IMPLICATIONS FOR ACADEMIC PLANNING

Senate was presented with a report outlining the key findings and implications following the University Assessment Review, where the examination processes for the academic years 2014/15 to 2018/19 were proposed.

Senators were informed that TESTA methodology had been adopted to provide a systematic means to explore the pattern of assessments across a specific programme of study in order to enable the design of assessments that are orientated to both module learning outcomes and overall programme aims.

Members discussed the justification for the proposed changes to the academic year, along with the benefits to students and University processes, as outlined in sections 3.4 and 3.5 of the report.

It was reported that the University Learning and Teaching Committee had reviewed the proposed structure to ensure it was fully aligned with the Assessment Strategy. A draft diary for the 2014/15 academic year was also included in the Annex to the report. Thanks were expressed to all the staff and students involved in the exploration of adjustments to the academic year.

Student representatives expressed concern that a week of teaching was being removed from the diary and that there was no reduction in the number of exams in the second semester of the final year of undergraduate programmes.

Senate acknowledged that the proposed model was the most equitable structure for the majority of students and that the student experience had to be balanced, in terms of sufficient self-study time, the number of exams and the timing of exams. Whilst the proposed model would require 11 weeks of teaching in the final semester, rather than the model of 12 weeks, it was reported that consideration was being given to offer more revision sessions and teaching-related activities during study weeks.

Senate approved the proposals set out in the report, with the condition that in the coming years, a group of key staff and Students' Union representatives would form to ensure consideration be given to reverting back to a 12 week teaching block, rather than 11 weeks, in the final semester.

B65. 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 are 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.

B66. ACADEMIC WARNING POLICY

Senate approved the proposed amendment to the Policy as set out in the paper – see also C68(a) Regulation 7 amendment.

C RECOMMENDATIONS TO COUNCIL FOR APPROVAL

C67. EXTERNAL EXAMINERS

Senate agreed to recommend to Council that the nominations for external examiners be approved.

C68. AMENDMENTS TO STATUES, ORDINANCES AND REGULATIONS

(a) Regulation 7: Appeals Against Decisions of Boards of Examiners and the Research Degrees Committee

Senate agreed to recommend to Council that the amendments to Regulation 7 relating to academic warnings be approved.

(b) Regulation 7: Appeals Against Decisions of Boards of Examiners and the Research Degrees Committee

Senate agreed to recommend to Council that the amendments to the job title for the Student Conduct Manager in Regulation 7 be approved.

(c) Regulation 8.12: Unacceptable Coursework and Academic Misconduct

Senate agreed to recommend to Council that the amendments to Regulation 8.12 be approved.

(d) Regulation 17: Research Governance Steering Committee

Senate agreed to recommend to Council that the amendments to Regulation 17 be approved.

(e) Regulation 18: Fitness to Practise

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

(f) Regulation 20: Student Discipline

Senate agreed to recommend to Council that the amendments to Regulation 20 be approved.

(g) Regulation 26: Complaints Procedure

Senate agreed to recommend to Council that the amendments to the Complaints Procedure be approved.

C69. APPOINTMENTS

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

- (a) Professor S Bruce as the Head of School of Humanities with effect from 1st March 2014;
- (b) Professor D Amigoni as the Head of School of Humanities with effect from 16th July 2014;
- (c) Professor B Doherty as the Director of the Research Institute for the Humanities and Social Sciences with effect from 1st February 2014;
- (d) Professor B Kelly as the Director of the Research Institute for the Humanities and Social Sciences with effect from 16th July 2014;
- (e) Dr J van Loon as the Director of the Research Institute for the Environment, Physical Sciences and Applied Mathematics with effect from 1st December 2013.

C70. AWARD OF HONORARY TITLES

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

D FOR REPORT

D71. UNIVERSITY ACADEMIC APPEALS COMMITTEE ANNUAL REPORT

Senate received the University Academic Appeals Committee Annual Report 2012/13.

D72. STUDENT COMPLAINTS ANNUAL REPORT

Senate received the Student Complaints Annual Report 2012/13, considered under the provisions of Regulation 26.

D73. STUDENT DISCIPLINE ANNUAL REPORT

Senate received the Student Discipline Annual Report 2012/13.

D74. SCEACE REPORT

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

D75. FACULTY OF HEALTH – FITNESS TO PRACTISE REPORT

Senate received a report on the cases referred to the Faculty of Health Fitness to Practise Committee.

D76. PROCESS FOR INVESTIGATING ALLEGED ETHICS OFFENCES AT SCHOOL LEVEL

Senate received process guidance notes, developed to sit alongside Regulation 8(11.5), for Schools to follow if a student undertakes a research project without obtaining ethics committee approval.

D77. APPOINTMENTS, RETIREMENTS AND RESIGNATIONS

A list of appointments, retirements and resignations was received.

D78. CHAIR'S ACTION

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



SENATE

ATTENDANCE – 5 MARCH 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)*

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| 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 Pat Bailey | Dean of the Faculty of Natural Sciences & PVC |

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

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| 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:

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| | School of Computing and Mathematics: Professor Graham Rogerson |
| | School of Sociology and Criminology: Professor Bill Dixon |
| A | Keele Management School: Professor Harry Scarbrough |
| | 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 |
| A | School of Medicine: Professor Val Wass |
| | School of Pharmacy: Professor Nigel Ratcliffe |
| A | School of Public Policy and Professional Practice: Professor Stephen Cropper |
| A | School of Nursing and Midwifery: Dr Pauline Walsh |
| | School of Physical and Geographical Sciences: Professor Stuart Egan |
| | School of Politics, International Relations & Philosophy: Professor Bulent Gokay |
| A | School of Psychology: Professor Michael Murray |

Academic Departments (Research Institutes):

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| A | Institute for Environment, Physical Sciences & Applied Mathematics: Dr J van Loon |
| | Institute for Humanities: Professor B Doherty |
| A | Institute for Primary Care and Health Sciences: Professor Elaine Hay |
| A | Institute for Science and Technology in Medicine: Professor Alicia El Haj |
| | Institute for Social Sciences: Professor B Doherty |

(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

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| A | Ms Christine Armstrong (Nursing and Midwifery) | 2012-2015 |
| | Russell Crawford (Medicine) | 2011-2014 |
| | 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 |
| A | Carole Watkins (Health and Rehabilitation) | 2011-2014 |

Elected by the Faculty of Humanities and Social Sciences

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| A | Professor Joe Andrew (Humanities) | 2011-2014 |
| | Dr Jane Boylan (PPPP) | 2013-2016 |
| | Professor Michael Haley (Law) | 2012-2015 |
| A | 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 |
| | Dr Tsachi Keren-Paz (Law) | 2013-2016 |
| | Robin Bell (Language Learning Unit) | 2012-2015 |

Elected by the Faculty of Natural Sciences

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

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

OFFICERS IN ATTENDANCE

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| | 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 |
| | Professor Lindsay Bashford | Health Faculty Director of Learning & Teaching |
| A | Professor Julius Sim | Health Postgraduate Director of Learning & Teaching |

John McCarthy
Dorothea Ross-Simpson
Claire Appleby
Rachel Adams

Director of Marketing and Communications
Head of Governance & Quality Assurance
Director of Human Resources and Student Services (For Item A57)
Deputy Director of Human Resources

SECRETARIAT

Jo Sylvester

Governance Officer