



MINUTES OF THE MEETING OF SENATE

Held on Wednesday 3rd December 2014

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

1. DECLARATIONS OF INTEREST

The Vice-Chancellor declared an interest in item A29, the appointment of a new Vice-Chancellor. No other declarations were made.

2. MINUTES AND ACTIONS

(a) Minutes

The minutes of the meeting held on 15th October 2014 were approved, subject to the amendment on page 7 (Item B15) where Dr Jane Richardson replaced Professor Carole Thornley, rather than Bill Dixon, as the Chair of RDC.

(b) Actions List

Senate received the actions list and noted that there were no new actions listed on the report since the previous meeting.

3. MATTERS ARISING

(a) AMENDMENTS TO STARRED ITEM – ACADEMIC AWARDS

The Chair reported that some minor amendments to the Academic Awards report (item B37) 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.

A POLICY AND STRATEGY ISSUES

A26. 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.

A27. STUDENT OFFICERS REPORTS

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

Senate received the report from the President of the KeeleSU where it was noted that the Elected Officers were progressing the development of its Strategic Plan in response to student feedback and also that the KeeleSU Democratic Review had led to the reorganisation of democratic structures, mainly the division of Student Council into five zones. It was also reported that despite negotiations by the University and KeeleSU,

the Post Office on campus would be closing at some point in the future, though the exact date is yet to be determined.

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

Senate received the report from the President of the KPA, which included an update on the latest round of KPA bursaries. It was reported that fewer applications had been received to date, only 29, but that more were expected later in the year. With an increase in the number of bids, particularly from international students, for associated travel expenses not currently included within the criteria of the bursary, the Disbursement Committee would be reviewing to consider broadening the scope of the bursary. It was reported that if the KPA Clubhouse was shown to have financial surplus at the year end, it would consider contributing to the bursary fund.

A28. STRATEGIC PLAN 2015-2020

Members of Senate were asked to endorse the final draft of the Strategic Plan for the period 2015-20 for submission to Council for final approval at their meeting in February 2015. It was noted that the Plan had incorporated some minor amendments recommended by Council at its meeting in November 2014.

It was reported that the Plan would be submitted to Council along with an overarching financial Plan, key performance indicators and a new risk register will be developed. A clear design brief for the publication of the Plan will also be provided.

Members were invited to submit any suggestions for changes to the final draft Plan to the Secretary of Senate and Council, in advance of the next meeting of Council.

Senate endorsed the final draft Strategic Plan 2015-2020 for submission to Council.

A29. APPOINTMENT OF A NEW VICE CHANCELLOR

The Vice-Chancellor declared an interest in process relating to the appointment of a new Vice-Chancellor and abstained from the discussion.

Following the announcement from the Vice-Chancellor on 11th November 2014 that the University should commence the process to appoint a new Vice-Chancellor with a view to a handover in summer 2015, Senate received a report that provided an overview of the recruitment process, compliant to the University's Statutes and Ordinances.

Members were informed that the appointment would be made by the Council on the recommendation of a Joint Committee of the Council and the Senate, chaired by the Chair of Council, Mr Ralph Findlay. It was reported that the process was being assisted by Perrett Laver (Executive Search Consultants) who had worked for the University on a number of other senior appointments, who had commenced engagement with the University community, including members of Senate, in order to produce a brief for the position.

Ordinance XVIII sets out that the Joint Committee should consist of one half members of the Senate and one half members of the Council, balanced for scope, expertise and gender – the proposed membership was presented to Senate for consideration. Discussion considered the addition of a student representative to the membership of the Joint Committee, in addition to the student elected officers involvement in the consultation with Perrett Laver (to develop the person specification) and in the recruitment events involving staff and students.

Senate resolved that it would recommend to Council that the Joint Committee membership be increased from 12 individuals to 14, to add a student representative and a further lay member of Council.

Considering the date of the March meeting of Senate and the dates for the final selection process, it was proposed that Senate delegates authority to an Appointment Approval Group of Senate, to receive the report from the Joint Committee and to recommend the appointment to the Council in order to finalise the appointment in a timely manner. The report would then be presented to an extraordinary meeting of the Council on 12th March 2015. Senate also received the proposed membership of the Appointment Approval Group of Senate for approval.

Senate approved the proposal to establish an Appointment Approval Group of Senate, as set out in the paper, in order to ensure a timely conclusion to the recruitment process.

A30. UPDATE ON PARTNERSHIP WITH SEGi COLLEGE, MALAYSIA

Senate received an update report on the partnership with SEGi College, Malaysia, which summarised the outcome of the negotiations and the project management approach being adopted to support effective implementation. It was acknowledged that this expansion of Transnational Education would support the aims of the University's Strategic Plan 2015-2020.

It was reported that the collaborative proposal had had scrutiny and discussion through the executive committee structure and at Council, followed by the completion of due diligence and extensive negotiations regarding fee levels, taxation responsibilities and entry requirements, before the contract was signed on 16th October 2014.

Members were informed that a Project Steering Group, led by the Deputy Vice-Chancellor, had been established to ensure successful operation of the partnership from September 2015.

Members agreed that the student experience and the quality of the award for those Keele students to be based at SEGi College were the critical factors affecting the success of the partnership, including the potential impact for students enrolled on programmes through the KDU collaborative partnership. It was agreed that the KeeleSU Vice-President for Welfare should be invited to become a member of the Project Steering Group.

The Chair thanked all the staff involved in the development of the partnership and for their ongoing support for the challenges of successfully delivering the University's expansion of transnational education.

A31. COLLABORATIVE PROVISION CODE OF PRACTICE

Senate received a revised Code of Practice on Collaborative Provision, intended to replace the 2012 version, to take a broader view of collaborative provision for taught programmes in line with external expectations contained within the UK Quality Code for Higher Education (Chapter B10).

Following extensive discussions of the principles that should underpin collaborative provision at Keele by University Executive Committee and Quality Assurance Committee earlier in the year, the revised Code presented to Senate more clearly sets out the expectations for particular types of partnerships and processes to ensure the University takes a proportionate and risk-aware approach to the way its collaborative provision is established and managed.

Senate resolved to approve the Code of Practice on Collaborative Provision.

A32. OUTCOME REPORT OF THE REVIEW OF SENATE EFFECTIVENESS

Senate received a report summarising the results of the questionnaires on the Review of Senate Effectiveness completed by members during the summer 2014, as presented at the October 2014 meeting. The report also included recommendations that were identified

during discussion at the October meeting of Senate on reflection of the feedback on Senate effectiveness.

Senate resolved to approve the recommendations for implementation at the start of the next academic year.

A33. UNIVERSITY LEARNING & TEACHING COMMITTEE

Senate received the minutes from the meeting of the University Learning and Teaching Committee held on 12th November 2014 and noted that the discussion forum, now a standing agenda item at ULTC, was continuing to be well-received and had extended examples of academic best practice more widely throughout the University.

A34. RESEARCH COMMITTEE

Senate received the minutes from the meeting of the Research Committee held on 11th November 2014. Members were informed of the process for the release of the results of Research Excellence Framework 2014, which were due for publication on 18th December – a significant event for all research institutions, which would be followed by communications internally and externally to highlight the main successes.

It was reported that as a result of the new Academic and Local Strategic Planning Process, there would be very good research and teaching metrics data available to Schools, giving a full picture of each School's overall performance.

Members were informed that the upgrade to the new research repository was complete and fully working, allowing access to anyone in the world to view the publications of Keele's research staff. It was noted that further internal and external communications would be disseminated as an awareness raising campaign.

The report also included an update of recent research grant awards and of recent enterprise and knowledge exchange activity.

A35. LIBRARY & INFORMATION STRATEGY COMMITTEE

Senate noted that there had not been any Library and Information Strategy Committee meetings since the last report was submitted to Senate.

A36. REVIEW OF CURRICULUM, RESOURCING AND FUTURE SPACE NEEDS

Members received a presentation on Strategic Planning for the Future: The Review of the Curriculum, Resourcing and Future Space Needs. The presentation covered:

- The context and interrelationship of the three elements of the Review (curriculum; resourcing; and space), reflecting on the New Degree Structure, market research, academic standards and the future academic offer;
- The implications of current arrangements for student and staff experience;
- The need to accommodate strategic growth;
- The challenge hexagon – the factors affecting the complexity of the curriculum and its timetabling;
- The feedback from CPB, a consultancy firm with significant experience in the higher education sector, who had completed an initial review, identifying that there was limited capacity to accommodate growth up to 9000FTE, but that Keele's curriculum was exceptionally complex and needed to be streamlined to ensure a good quality experience, efficient use of resources during a time of growth;
- The feedback and recommendations following discussion at School visits, for senior management and CPB to consider as part of the next stage of the review;

- The next steps starting with academic and strategic planning workshops December 2014 to February 2015; CPB workshops with Schools from January; followed by project scope and planning for the longer term project.

Members were invited to direct questions or feedback to the Secretary to Senate.

B FORMAL APPROVALS BY SENATE

B37. 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.

B38. CODE OF PRACTICE ON EXTERNAL EXAMINERS

The Code of Practice on External Examining sets out the principles and processes governing the external examination of undergraduate and postgraduate taught programmes delivered by the University. Senate received a revised Code of Practice for approval, incorporating various revisions recommended by the Quality Assurance Committee and the University Executive Committee to reflect current business processes or to provide further clarity.

Senate resolved to approve the revised Code of Practice on External Examining.

B39. OBSERVERS AT SENATE

Senate received a request for approval to extend the UEC and its sub-committees observation cycle for senior managers to include an observation of a Senate meeting. It was reported that the cycle had been in operation at UEC for many years and had proven to be mutually beneficial. It was noted that Council had also approved the extension of the observation cycle to include attendance at its meetings.

It was clarified that the individuals would be attending Senate in an observer capacity, and therefore, would not be eligible to participate in any vote that may take place.

Senate resolved to approve the proposal for observers of University Executive Committee (and its sub-committees) to also attend a meeting of Senate.

B40. NEW STUDENT PRIZES AND FUNDS

Senate approved the following student prizes:

- (a) The Martin Dent Memorial Award for students of SPIRE who produce an outstanding and exceptional dissertation on either of the topics of international human rights, global justice and peace studies;
- (b) The Best Undergraduate Social Work Dissertation Prize for the students of SPIRE who gain the best dissertation mark;
- (c) The Best Postgraduate Social Work Dissertation Prize for the students of SPIRE who gain the best dissertation mark;
- (d) The School of Physical & Geographical Sciences requests that the Chartered Society of Forensic Sciences Accredited University Student Award is listed on the HEAR and announced at graduation.

B41. NOMINATIONS FOR STUDENT PRIZES AND FUNDS

Senate approved the nominations for the student prizes as recommended by the course examination boards, as listed in the paper.

C RECOMMENDATIONS TO COUNCIL FOR APPROVAL

C42. REPORT OF HONORARY DEGREES COMMITTEE

Senate agreed to recommend to Council that the recommendations of the Honorary Degrees Committee be approved.

C43. POLICY AND GUIDANCE ON PERSONAL RELATIONSHIPS AT WORK

Senate agreed to recommend to Council that the Policy and Guidance on Personal Relationships at Work be approved.

C44. DISCLOSURE AND BARRING SERVICE POLICY

Senate agreed to recommend to Council that the minor amendment to the DBS Policy be approved.

C45. EXTERNAL EXAMINERS

Senate agreed to recommend to Council that the nominations for external examiners for taught and research degree as prescribed within the paper be approved.

C46. AMENDMENTS TO STATUTES, ORDINANCES AND REGULATIONS

(a) *Regulation 6 – Visas*

Senate agreed to recommend to Council that the amendments to Regulation 6, to provide greater clarity and transparency to students about their responsibilities and those of the University in relation to Home Office requirements, be approved.

(b) *Regulation 17.b.1 – University Learning and Teaching Committee*

Senate agreed to recommend to Council that the amendments to Regulation 17.b.1, relating to the terms of reference for ULTC, be approved.

(c) *Regulation 17.b.2 – Quality Assurance Committee*

Senate agreed to recommend to Council that the amendments to Regulation 17.b.2, relating to the terms of reference for QAC, be approved.

(d) *Various Regulations*

Senate agreed to recommend to Council that the minor wording amendments to Regulations 1A-2C, proposed to ensure consistent terminology when referring to assessments and examinations, be approved.

C47. SENIOR APPOINTMENTS

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

Professor Andrew Hassell as Head of the School of Medicine commencing 1st March 2015.

C48. AWARD OF HONORARY TITLES

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

D FOR REPORT

D49. ACADEMIC STANDARDS & STUDENT ACHIEVEMENTS

Senate received a suite of three documents submitted to provide further academic assurance, as requested as an outcome from the Review of Senate Effectiveness.

(a) *Annual Assessment and Award Report*

Members were provided with the first annual academic standards report, which provided a summary of evidence related to the outcomes of assessment; trends emerging from year on year analysis and an overview of issues emerging for the academic session 2013/14.

It was noted that the report had been designed to provide further assurances to Senate, in relation to its responsibilities set out in Section 19 of the University Statutes, that it can have confidence in the outcomes of academic assessments and in the standards of the University's awards.

Members were asked to consider the recommendations a) to c) set out in the report and to comment on how future reports could be enhanced, with suggestions being:

- That Table 3 of the report mixes cohorts of students and, therefore, may not be representative. It was suggested that the data on PGT student progression could be presented differently to provide more a meaningful representation to Senate;
- That further consideration needs to be given for professional programmes;
- That recommendation "c" had implications if a student was required to repeat a module that was no longer offered by the University and also the implications for repeating modules/full years on visas for international students. It was reported that this would need to be considered in more depth by the working group which will report to the University Learning and Teaching Committee;
- That the report should also include data for collaborative students, for example, in future years, students being taught through the SEGi agreement.

(b) *External Examining Overview Report 2013/14*

Senate received the Annual External Examining Overview Report for undergraduate provision for the academic year 2013/14, which provided the University with confirmation that the external examining process was operating effectively.

Members noted that a significant majority of the external examiners reports were highly complementary about the quality and standards of programmes and identified a range of good practice at the University. The report outlined three recommendations due for implementation during 2014/15, which were endorsed by Senate.

(c) *Faculty Chief External Examiners' Report 2013/14*

Senate received the Annual Reports 2013/14 from the two Faculty Chief External Examiners, in Natural Sciences and Humanities & Social Sciences.

It was reported that the Faculty Chief External Examiners have, in addition to their general external examiner role, additional responsibilities to provide assurance that the processes and procedures in place for University Examination Boards are appropriate and being followed and to also have a general oversight of the Faculty's programmes.

It was noted that the Faculties had found the reports to be very useful and would continue to respond to the comments and recommendations outlined in future reports.

D50. FREEDOM OF SPEECH CODE OF PRACTICE AND PROCEDURE

Senate received the Freedom of Speech Code of Practice and Procedure, which had been approved by the University Executive Committee in November 2014, following consultation through the Education Student Liaison Committee and the guidance issued by Universities UK.

It was noted that the Code of Practice and Procedure enabled the University to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, speakers and visitors to the University.

Members of Senate discussed the scenarios, whereby formal approval from the reviewing Panel was required in advance for speaker events on University premises, as outlined in the Procedure. It was highlighted that the requirement for the Event Speaker Approval Form to be submitted to the Panel for formal approval would only be necessary where it is expected, or reasonably foreseeable, that the event would raise controversial issues that may risk infringement of non-compliance with the University's Code of Practice of Freedom of Speech.

D51. SCEACE REPORT

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

D52. APPOINTMENTS, RETIREMENTS AND RESIGNATIONS

A list of appointments, retirements and resignations was received.

D53. CHAIR'S ACTION

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



SENATE

ATTENDANCE – 3rd December 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*)

Keele Management School: Professor Robin Bladen-Hovell

School of Health & Rehabilitation: Dr Catherine Bucher

School of Humanities: Professor David Amigoni

A 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

School of Politics, International Relations & Philosophy: Professor Bulent Gokay

School of Psychology: Professor Michael Murray

Academic Departments (Research Institutes):

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

Elected by the Faculty of Natural Sciences

	Dr Nigel Cassidy (Physical & Geographical Sciences)	2012-2015
	Dr Sharon George (Physical & Geographical Sciences)	2013-2016
	Dr Sue Sherman (Psychology)	2012-2015
	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
	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

	Dr Kelvin Johnstone	HUMSS Faculty Director of Learning & Teaching
	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
A	Professor Julius Sim	Health Postgraduate Director of Learning & Teaching
	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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