

**MINUTES OF THE MEETING OF SENATE**

**Held on 8 December 2021**  
***Virtually via Microsoft Teams***

ITEM	DISCUSSION	ACTION	WHO
1.	<p><b>Welcome and Apologies</b></p> <p>The Vice-Chancellor welcomed members to the meeting and confirmed that it was expected Plan B restrictions would be in place with effect from the end of the day, once confirmed, University level communications would be issued. It was noted that the change would not represent a significant change to university operations due to the cautious approach already in place, however, implications for students in the approach to the vacation period and for assessments and arrivals in January would need to be assessed.</p>		
2.	<p><b>Declarations of Interest</b></p> <p>None.</p>		
3.	<p><b>Minutes and Actions</b></p> <p>The minutes of the meeting on 13 October 2021 were approved as an accurate record subject to a minor amendment to minute 5B on the Global Challenge Pathways:</p> <p>As context, it was noted that routes to embed employability <b>education for sustainability</b> had become increasingly commonplace in the sector.</p> <p>Corrections to the attendance list were also noted.</p>		
4.	<p><b>Matters Arising</b></p> <p>There were no matters arising.</p>		
5.	<p><b>(a) KeeleSU Report</b></p> <p>Senate received an update from the KeeleSU elected officers covering recent events and ongoing campaigns including Movember.</p>		
	<p><b>(b) KPA Report</b></p> <p>Senate noted the updates provided in the paper including the recent election of Ms Hammond as KPA President.</p>		
6.	<p><b>Education Report</b></p> <p>Senate received the Education report and noted the summary of Education Committee business including the reflections on the 2020/21 assessment period and external examining overview report which it was confirmed, were informing ongoing workstreams for the Committee.</p>		

	<p>Senate discussed the substantive proposal in the paper to make changes to the structure of the academic year through the addition of an induction week for all students at the start of semester one and a possible transition week between semester one assessments and the start of semester two. It was confirmed that since circulation of the paper the timescales for implementing the proposed changes had been reviewed. The proposal was now presented to Senate for discussion with a view to implementation from 2023/24.</p> <p>Senate welcomed the rationale for the proposals, recognising that the current structure was out of step with the sector and that there were benefits in making the change for students, particularly in relation to orientation and transition and in the context of the educational disruption due to the pandemic. The opportunities for staff in relation to reorienting the academic year were also discussed.</p> <p>The possible impact of the proposed changes for students and staff were discussed and the need to fully explore these as part of the ongoing discussions was emphasised. The Elected Officers were particularly concerned about increased costs for students and both groups were concerned that the changed schedule would affect workload.</p> <p>Senate received the revised Management of Interruption to Normal Business and Timescales (INBAT) policy. The policy covered action the University would take to avoid impact on students due to disruption to normal operations, particularly in relation to assessment and award procedures. The inclusion of examples of the types of situations in which the policy may be applied was discussed and the decision was made to remove all examples from the document. It was confirmed during the discussion that this would not impact on its operation and enactment of the policy would remain at the discretion of the Chair of Senate. The policy was <b>approved</b>, subject to this amendment.</p>		
7.	<p><b>Research Report</b></p> <p>Senate received the report and noted that work to develop the role of the Research Institutes was progressing. It was confirmed that work to prepare for the REF results, due to be published in May 2022, was also underway, with preparations for the next cycle also taking shape.</p>		
8.	<p><b>Recruitment Update</b></p> <p>Senate received the update form the Director of Global Student Recruitment and Admissions noting that the upcoming January intakes would complete the 2021 admission cycle. It was highlighted that some comparator institutions had moved to reintroduce</p>		

	<p>unconditional offers, however, Keele was not utilising this practice.</p> <p>Whilst it was noted that it was too early to take a view on the 2022 cycle, it was confirmed that some turbulence in the sector was expected. The challenges in the late stages of the 2021 cycle were emphasised as was the importance of ensuring the University was well prepared for the next cycle.</p>		
9.	<p><b>VC Report</b></p> <p>Senate received the report noting the responses provided to the questions for the VC. Senate discussed the proposals to establish a Confucius Institute at Keele and it was confirmed that further consultation activity would be undertaken in the new year, before a more detailed proposal was brought to the next Senate meeting.</p>		
10.	<p><b>Secretary's Report</b></p> <p>Senate received the report and confirmed approval of the items in Section A including awards, prizes and Regulation Changes.</p> <p>Senate <b>resolved:</b> <b>That</b> the changes to the degree algorithm, as set out in the report be approved.</p> <p>Senate <b>resolved:</b> <b>To</b> recommend approval to Council the items in Section B including Senior Appointments and changes to the University Statutes and Ordinances, as set out in the paper.</p> <p>Senate also received the annual report of Council and the Student Casework Annual Report.</p>		
11.	<p><b>Honorary Degree Nominations</b></p> <p>Senate received a presentation detailing the recommendations from Honorary Degrees Committee. Senate were asked to provide any comments or feedback to the Vice-Chancellor or Laura Norcop before the Christmas Vacation. It was confirmed that the nominations would go forward to Council in February. Senate were reminded that nominations were confidential to members of Senate until the final list had been approved by Council.</p>		
12.	<p><b>EDI Annual Report</b></p> <p>Senate received the EDI annual report noting the breadth of activity included, despite the impact of the pandemic. The key themes highlighted within the paper were:</p> <ol style="list-style-type: none"> <li>i. Inclusive leadership and decision making to improve representation, establish visible leadership of EDI and embedding commitment to</li> </ol>		

	<p>the underlying principles.</p> <p>ii. Inclusive student experience, embedding student support structures at the heart of the institution via the establishment of the hub and spoke model and Residence Life teams.</p> <p>Notable events and initiatives through the year were highlighted, including the flying of the progress flag over Keele Hall for LGBT history month, the Strong, Black and British exhibition, the green festival and events to observe International Women’s Day, the launch of the Health and Wellbeing Strategy and International Staff Network.</p> <p>Senate discussed the Gender Pay Gap and it was noted that the situation was very complex but also confirmed that the University was committed to continuing work to address the issue. It was highlighted that the structure of the workforce was an important consideration, as the University did not have any outsourced services resulting in a high numbers of operational roles counted within the statistics.</p>		
<b>13.</b>	<p><b>Library Annual Report</b></p> <p>Senate received the annual report and noted last year’s report had been deferred, therefore, the period covered the whole of the pandemic. The efforts of library staff during the pandemic period, particularly in adjusting to new, very different operating procedures were commended. The challenges faced by the library, as reported in the paper were discussed, including increasing publication licensing costs and ongoing issues with facilities. It was confirmed that in terms of the latter, IDS and Estates were working closely to examine possible solutions.</p>		
<b>14.</b>	<p><b>USVC Annual Report</b></p> <p>Senate received the annual report of Student Voice Committee which was taken as read. It was noted that work was ongoing to develop the role of the Committee in supporting student engagement following the changes in delivery model resulting from the pandemic.</p>		
<b>11.</b>	<p><b>Equality, Diversity and Inclusion Considerations</b></p> <p>No further items raised.</p>		
<b>12.</b>	<p><b>Any Other Business</b></p> <p>A request was made to seek more time for discussion of Research related items within the Senate agenda.</p>		

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

Professor Trevor McMillan

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

A	Professor Mark Ormerod	Deputy Vice-Chancellor and Provost
	Professor Kristyan Spelman-Miller	Pro Vice-Chancellor Education
	Professor Eran Edirisinghe	Pro Vice-Chancellor Research & Enterprise
	Professor Pauline Walsh	Dean of the Faculty of Medicine and Health Sciences and Pro Vice-Chancellor
	Professor Tim Lustig	Interim Dean of the Faculty of Humanities and Social Sciences
	Professor Jonathan Wastling	Dean of the Faculty of Natural Sciences and Pro Vice-Chancellor (Postgraduate Studies)

(c) ***Academic Registrar***

Mrs Victoria Macfarlane

(d) ***Librarian***

Mr Daniel Perry

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

***Academic Schools:***

School of Humanities: Dr Nick Seager

Keele Business School: Professor Elaine Ferneley

School of Law: Professor Alison Brammer

School of Social, Political and Global Studies: Professor Helen Parr

School of Allied Health Professionals: Ms Anne O'Brien

School of Medicine: Professor Christian Mallen

School of Nursing and Midwifery: Dr Julie Green

School of Pharmacy and Bioengineering: Dr Katie Maddock

School of Chemical and Physical Sciences: Professor Mike Watkinson

School of Computing and Mathematics: Professor Fiona Polack

School of Geography Geology and Environment: Professor Clare Holdsworth

A School of Life Sciences: Dr Naomi Forrester-Soto

School of Psychology: Professor Abigail Locke

***Deans of Research***

Faculty of Humanities and Social Sciences- *Vacancy*

Faculty of Medicine and Health Sciences- Professor Nick Forsyth

Faculty of Natural Sciences- Professor Clifford Stott

***Deans of Education***

Faculty of Humanities and Social Sciences – Dr Lara McMurtry

Faculty of Medicine and Health Sciences – Dr Heidi Fuller

Faculty of Natural Sciences – Dr Katie Szkornik

***Keele Institute for Innovation and Teaching Excellence (KIITE)***

Director of KIITE: Dr Rafe Hallett

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

*Elected by the Faculty of Humanities and Social Sciences*

Dr Shalini Sharma (History)	2018-2021
Dr Rebecca Richards (International Relations)	2019-2022
Dr Samantha Weston (Criminology)	2019-2022
Mrs Catherine Edwards (Law)	2019-2022
Dr Mariangela Palladino (Humanities)	2020-2023
Dr Laura Pritchard-Jones (Law)	2020-2023
Dr Xuebing (Jack) Cao (KBS)	2020-2023

*Elected by the Faculty of Medicine and Health Sciences*

Dr Abigail Rutter (Pharmacy & Biomedical Engineering)	2019-2022
A Dr Emma Healey (Medicine)	2019-2022
Mrs Cath Hill (Nursing and Midwifery)	2020-2023
A Professor Saeed Farooq, School of Medicine	2021-2024
A Miss Marie Doherty, School of Nursing and Midwifery	2021-2024
Dr Simon White, School of Pharmacy and Bioengineering	2021-2024
Dr Desiree O'Leary, School of Allied Health Professions	2021-2024

*Elected by the Faculty of Natural Sciences*

Dr Masi Noor (Psychology)	2019-2022
Dr David Mazzocchi-Jones (Life Sciences)	2019-2022
A Dr Laura Hibberts (Foundation Year)	2019-2022
A Dr Adam Stanton (Computing and Mathematics)	2019-2022
Dr Jacco van Loon (Chemical and Physical Sciences)	2020-2023
Dr Anja Winter (Chemical and Physical Sciences)	2020-2023
Dr Dierdre McKay (Geography, Geology and Environment)	2020-2023
Mr Glenn Hussey (Life Sciences)	2020-2023

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

*KeeleSU*

Ms Holly Brooks- <i>Union Development and Democracy Officer</i>	2021-2022
Mr Jack Medlin- <i>Education Officer</i>	2021-2022
Mr Dan Lay- <i>Welfare and Internationalisation Officer</i>	2021-2022
Mr Tom Guildbert-Newell - <i>Activities and Community Officer</i>	2021-2022
Ms Lucy Whitehouse- <i>Athletic Union and Sport Officer</i>	2021-2022

*Keele Postgraduate Association*

Sarah Hammond - <i>President</i>	2021-2022
Atieme Obolosinghe- <i>Vice-President</i>	2021-2022

**In-Attendance at Senate**

**Chief Operating Officer:** Dr Mark Bacon

**Director of Foundation Year:** Mr Simon Rimmington

**Head of Academic Quality and Student Conduct:** Mrs Dorothea Ross-Simpson

**Secretary:** Mrs Laura Norcop, Executive Support Manager