

MINUTES OF THE MEETING OF SENATE

Held on 7th December 2022
Virtually via Microsoft Teams

ITEM	DISCUSSION	ACTION	WHO
1.	<p>Welcome and Apologies For a record of attendance and apologies see attached list.</p>		
2.	<p>Declarations of Interest None.</p>		
3.	<p>Minutes and Actions The minutes of the meeting on 12th October 2022 were approved as an accurate record of the meeting. The actions list was noted.</p>		
4.	<p>Matters Arising Senate queried when the Staff Voice Group would be re-established. The Chair reported that the Chief People Officer was reviewing staff engagement approaches with the intention of providing new opportunities from the New Year. The Chair reported that it was not clear if this would include the re-establishment of the Staff Voice Group, but that this would be confirmed with the Chief People Officer after the meeting. <i>[Secretary's Note: The Chief People Officer confirmed after the meeting that the Staff Voice Group as originally constituted would not be re-convened, but that greater opportunities for staff engagement are now provided via the VC visits to Schools/Directorates and COO PS visits. These provide staff with the opportunity to directly feedback to senior managers and enable swifter action to be taken. A proposal to introduce staff 'pulse' surveys will also be brought forward this year.]</i></p>		
5.	<p>(a) KeeleSU Report Senate received the report, noting the following highlights:</p> <ul style="list-style-type: none"> • 47% of respondents to the SU Cost of Living survey indicated that they have thought of skipping taught sessions on campus because of the cost of transport. A number of recommendations resulting from the survey were provided to the University and have also been adopted by the SU themselves. • The Officers thanked the University for the actions taken already to support students cost of living concerns. 		

	<ul style="list-style-type: none"> The SU have conducted a review of Officers and via the Trustee Board have agreed a reduction to 4 Officers with effect from 2023-24 academic year. The new Officers will be; <ul style="list-style-type: none"> Development and Democracy Education Officer Wellbeing Officer Experience and Community Officer 		
	<p>(b) KPA Report</p> <p>Senate received the report and noted the following highlights:</p> <ul style="list-style-type: none"> The KPA have undertaken a review of their structure and constitution, which will be presented to Council. PG elections have successfully taken place. The KPA are seeing high demand and engagement for December PG events. 		
6.	<p>Education Report</p> <p>Senate received the report which included updates on:</p> <ul style="list-style-type: none"> Access and Participation Plan (APP) Consultation: Senate noted that there is increasing emphasis on pre-16 attainment and working with Schools and although Keele has experience in this area, a more systematic approach will be required going forward. The APP Steering Group will oversee this development of this approach, as well as ensuring that Cost of Living implications and the approach to blended learning, supporting students to earn as well as learn, will be appropriately considered. Changes to the NSS following consultation and plans for the 2023 survey Senate noted that timetabling can continue to be an issue for students, and recent issues with the attendance app. It was agreed that although more enhancements to timetabling administration processes are underway, some of the existing custom and practice, such as attaching lots of staff to teaching sessions and structure of curriculum, makes the process of managing constraints very challenging. Senate requested that some institutional 'you said we did' messages should be provided to Schools, to understand the policy and structural changes introduced following 2022 NSS feedback. Programme withdrawals: Senate were advised that these had been subject to extensive discussion in the Schools and Faculties before being presented to the Quality and Academic Standards Sub-Committee. Senate were advised 		

that student consultation had not taken place, as most of the programmes had no students enrolled. The proposed withdrawal of a number of combinations in Natural Sciences was due to insufficient business rationale for the combinations (few to no students applied for the combinations) and fewer had enrolments last year. It was reported that the theoretical loss of income was off-set by the strategic growth that would be enabled within other parts of the Faculty, and improved SSRs. There were also concerns around student experience and attrition rates for the few programmes which did attract enrolments.

Senate noted that the GCP were retaining Keele's interdisciplinary ethos, but in the case of most of the old combined honours programmes, they were not interdisciplinary, but were multi-disciplinary. Senate also noted that all Single Honours routes have the potential to be inter-disciplinary in nature and should not be limited in this area.

Senate noted that a more streamlined programme offer made open days and other recruitment activities more targeted, focused and effective. It also provides more synergy with PSRB requirements, as they have queried how small cohorts can guarantee student experience.

- Changes to Regulation D.2: Progression and Classification Rules

Senate noted that the introduction of the repeat year option for Level 6 does present some challenges for professional programmes, which will be considered within the Faculty of Medicine and Health Sciences.

- Changes to Regulation C.6: Integrated Master Degrees

Senate suggested that there were concerns that some students won't be able to study at Master's level with the proposed lower progression requirements. Senate were reminded that direct entry to Masters level was permitted with a 2:2 and so this change was a reflection of existing practice. Professional programmes which require an exception by their PSRB can have an exemption approved by Education Committee, but for all other programmes, the change will be applied.

The report also contained a number of items for approval:

1. Programme Withdrawals

Senate **resolved:**

	<p>That the programme withdrawals be approved.</p> <p>2. Changes to Regulation B6 – Academic Appeals</p> <p>Senate resolved:</p> <p>That the changes presented to Regulation B6 be approved.</p> <p>3. Changes to Regulation D2 – Progression and Classification Rules</p> <p>Senate resolved:</p> <p>That the changes presented to Regulation D2 be approved.</p> <p>4. Changes to Regulation C6 – Integrated Masters Degree</p> <p>Senate resolved:</p> <p>That the changes presented to Regulation C6 be approved.</p>		
7.	<p>Research Report</p> <p>Senate received the update report on Research activity and noted the following;</p> <ul style="list-style-type: none"> • The RALSE team have been leading a series of workshops and research culture cafes to inform a new research culture strategy planned for April 2023. • School research audits will be taking place over the next few months, informed by data. • Worktribe software is being introduced to create greater efficiencies with regard to processing and managing research funding and awards. • March 2023 will be Research month at Keele. <p>The report also contained an item for approval:</p> <p>1. Research Degrees Committee Terms of Reference</p> <p>Senate approved the changes to the terms of reference.</p> <p>2. University Doctoral Academy Committee Terms of Reference</p> <p>Senate approved the changes to the terms of reference.</p>		
8.	<p>Recruitment Update</p> <p>Senate received the report on student recruitment and</p>		

	<p>admissions and noted that Keele has had its largest ever intake of students this academic year, with more anticipated to join in January 2023.</p> <p>Senate queried whether assurances can be made that the CAS-shortage issues from this summer can be avoided in future. It was reported that a thorough review of the issues was undertaken, and a plan is in place for next recruitment period, which aims to manages the higher volume of international applications in a more strategic way, including the ring-fencing of some CAS-allocations for areas with later in the cycle recruitment points (such as PGRs).</p> <p>Senate questioned whether with the additional intakes, that the timetabling capacity was being monitored and managed. Senate were advised that it was, but that recent space audits still indicate much lower usage of space, than bookings indicate. This implies that space shortages are not a physical issue, but a question of over-booking, as less than 40% of space capacity is being used according to space audits.</p>		
9.	<p>Vice Chancellor's Report Senate received the report which included responses to the VC Questions.</p> <p>Senate noted that websites where members of the public (including students) can upload academic's materials are a recognised problem. The University has no systematic way of monitoring and addressing these sites, although students should be reminded of the importance of academic integrity at induction and more work in this area is planned. The sector has no solution in this area, with some institutions still suggesting use of the sites to their students.</p>		
10.	<p>Secretary's Report Senate received the report and resolved to approve the following items:</p> <ol style="list-style-type: none"> 1. Awards 2. Prizes 3. Senior Appointments <i>[Secretary's Note; Daniel Herbert and Glenn Hussey left the meeting for the consideration of this item]</i> 4. Conferment of Honorary Titles <p>Senate resolved:</p> <p>To recommend approval to Council changes to Ordinances A4 – The appointment of the Executive Deans and the Pro Vice-Chancellor's and Ordinance B3 – Heads of Academic Areas.</p>		
11.	<p>Honorary Degree Nominations – Restricted Business Senate received a presentation on the nominations for Honorary Degrees. Senate were invited to provide comments on the nominations to the Chair in writing</p>		

	<p>after the meeting.</p> <p><i>[Secretary's note: Following the meeting, one of the nominations was withdrawn from the final list]</i></p>		
12.	<p>Equality, Diversity and Inclusion Annual Report</p> <p>Senate received the annual EDI report and noted that it reflected the same structure as in previous years, but that EDI will be reviewed this year, and so future reporting will be against a new strategy and supporting objectives in future.</p> <p>The presentation highlighted the following key points:</p> <ul style="list-style-type: none"> • Progress is being made with regard to leadership representation targets, particularly with regard to gender. • Diversity of the Senate and Council committees, particularly with regard to ethnicity, requires further progress to be made. • A Gender Pay Gap remains, reviews are taking place internally, with specific work in FEGs and PSG to address gaps. • Student experience enhancements have taken place to break down barriers to accessing support. • A review of accessibility and inclusion is currently underway, as we know there are timetabling/room issues for some students with disabilities. • Health and Wellbeing remains a community-wide aspiration. Start of Success programme provided enhanced relationships with NHS providers, which have endured beyond the project. • Senate noted that some staff with accents are finding that the transcript service on Teams was not able to detect words correctly. • Senate also noted that there were some severe limitations with regard to accessibility in some teaching spaces. It was reported that Student Services and Estates were working to resolve these where possible. 		
13.	<p>Library Annual Report</p> <p>Senate received and considered the annual report from the Library and the draft Library Strategy.</p> <p>The following key points were noted:</p> <ul style="list-style-type: none"> • Digitisation is a growing aspect of the Library activity, particularly with regard to helping students with accessibility needs. • The Library building continues to be an important part of the campus infrastructure, offering a safe, non-alcohol space, which can address queries for students and staff. 		

	<ul style="list-style-type: none"> Challenges remain around the cost of publications, some progress has been made by adopting 'pay for view' licences, which allow the listing of many resources, but only paying where they are used. The Strategy is a first draft, build from sector best practice and aims to refocus a Library strategy away from the building and position it for the new digital world. Senators were asked to provide feedback on the strategy in writing after the meeting. 		
14.	Equality, Diversity and Inclusion Considerations No further items raised.		
15.	Any Other Business		

SENATE ATTENDANCE LIST

(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)**

	Professor Mark Ormerod	Deputy Vice-Chancellor and Provost
A	Professor Krystian 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 Donna Lee	Dean of the Faculty of Humanities and Social Sciences and Pro Vice-Chancellor (Advancement in Global Engagement)
	Professor Jonathan Wastling	Dean of the Faculty of Natural Sciences and Pro Vice-Chancellor (Postgraduate Studies)

(c) **Academic Registrar**

Victoria Macfarlane Academic Registrar

(d) **Librarian**

Daniel Perry

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

Academic Schools:

	School of Humanities: Professor Nicholas Seager
	Keele Business School: Dr Scott Bambrick
	School of Law: Professor Alison Brammer
A	School of Social, Political and Global Studies: Professor Mark Featherstone
	School of Allied Health Professions: Anne O'Brien
	School of Medicine: Professor Christian Mallen
	School of Nursing and Midwifery: Professor Julie Green
	School of Pharmacy and Bioengineering: Professor Katie Maddock
A	School of Chemical and Physical Sciences: Professor Mike Watkinson
	School of Computing and Mathematics: Professor Daniel Reidenbach
	School of Geography Geology and Environment: Professor Clare Holdsworth
	School of Life Sciences: Dr Pip Beard
	School of Psychology: Professor Abigail Locke
	Harper and Keele Veterinary School: Professor Matthew Jones
	Keele Doctoral Academy: Professor Alexandra Lamont

Deans of Research

	Faculty of Humanities and Social Sciences- Professor Mariangela Palladino
A	Faculty of Medicine and Health Sciences- Professor Nick Forsyth
	Faculty of Natural Sciences- <i>Vacant</i>

Deans of Education

Faculty of Humanities and Social Sciences – Tim Lustig
Faculty of Medicine and Health Sciences – Dr Heidi Fuller
Faculty of Natural Sciences – Dr Katie Szkornik
KIITE: Catherine Chambers

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

Elected by the Faculty of Humanities and Social Sciences

	Dr Xuebing (Jack) Cao (Keele Business School)	2020-2023
	Dr Laura Pritchard-Jones (Law)	2020-2023
	Dr Shalini Sharma (History)	2018-2025
	Dr Rebecca Richards (International Relations)	2022-2025
A	Catherine Edwards (Law)	2022-2025
	Dr Gemma Loomes (SPGS)	2022-2025
	Dr Alison Long (Language Centre)	2022-2025

Elected by the Faculty of Medicine and Health Sciences

	Cath Hill (Nursing and Midwifery)	2020-2023
	Professor Saeed Farooq, School of Medicine	2021-2024
	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
	Dr Abigail Rutter (Pharmacy & Biomedical Engineering)	2021-2025
	Dr Clare Corness-Parr (Nursing and Midwifery)	2022-2025
	Dr Monte Gates (School of Medicine)	2022-2025
	Ms Catherine Greene (Nursing and Midwifery)	2022-2025

Elected by the Faculty of Natural Sciences

	Dr Jacco van Loon (Chemical and Physical Sciences)	2020-2023
	Professor Deirdre McKay (Geography, Geology and Environment)	2020-2023
	Dr Glenn Hussey (School of Life Sciences)	2020-2023
	Dr Anja Winter (School of Chemical and Physical Sciences)	2020-2023
	Dr Masi Noor (Psychology)	2021-2025
	Dr Chrystelle Egger (Chemical and Physical Sciences)	2022-2025
	Dr Nick Garnett (Psychology)	2022-2025
	Dr David Watson (Life Sciences)	2022-2025

(h) Student Representatives: Elected Officers

KeeleSU

	Jade Cioffe <i>Union Development and Democracy Officer</i>	2022-2023
A	Jack Medlin- <i>Education Officer</i>	2022-2023
	Dan Lay - <i>Welfare and Diversity Officer</i>	2022-2023
	Tom Guilbert-Newell - <i>Activities and Community Officer</i>	2022-2023
	Maisie Glock- <i>Athletic Union and Sport Officer</i>	2022-2023

Keele Postgraduate Association

	Abdelrhman Rayis	2022-2023
	Rachana Dhaka	2022-2023

In-Attendance at Senate:

Chief Operating Officer: Dr Mark Bacon

Director of Foundation Year: Simon Rimmington

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

Director of Global Student Recruitment and Admissions: Robbie Pickles

Observers:

Dan Herbert, Dean of Education, Faculty of Humanities and Social Sciences (from 1st January 2023)

Katie Lavery, Director of Student Services and Success (Item 12)

Nic Ratcliffe, Deputy Director, Human Resources (Item 12)

EDI Observers (Rotational Attendance)

Hinna Sheikh Race Equality Officer

Lisa Lau RECSAT Co-Chair

Tess Phillips FNS

Marie Doherty FMHS

Susan Bruce Gender Equality Lead