

MINUTES OF THE MEETING OF SENATE

Held on 23 June 2021
Virtually via Microsoft Teams

ITEM	DISCUSSION	ACTION	WHO
1.	<p>Welcome and Apologies</p> <p>The Vice-Chancellor welcomed Senators to the meeting, in particular Victoria Macfarlane (Academic Registrar), Heidi Fuller (Dean of Education FMHS) and Atieme Ogbolosingha (incoming KPA Vice-President) who were attending their first meeting of Senate.</p>		
2.	<p>Declarations of Interest</p> <p>None.</p>		
3.	<p>Minutes and Actions</p> <ul style="list-style-type: none"> • The minutes of the meeting of 17 March 2021 were approved as an accurate record subject to an amendment on page 1 to correct Professor Alex Lamont's title, which was incorrectly recorded. 		
4.	<p>Matters Arising</p> <p>Senate noted the updates provided on the actions list.</p>		
5A	<p>Discussion Item – Keele Education Principles</p> <p>The Dean of Education and Director of KIITE presented the Keele Education Principles to Senate for discussion. It was confirmed that the purpose of the principles was to reflect on the achievements in education delivery during the pandemic period, which had given rise to some pioneering innovations at Keele; and to consolidate and sustain the momentum for future developments. It was confirmed that the principles had been developed through discussion at Education Committee and particular thanks were noted to the Directors of Education for the rigorous feedback provided. It was noted that consultation with the incoming PVC Education had also taken place.</p> <p>The key themes of the principles were discussed and it was highlighted that digital delivery was an area where Keele had achieved considerable success during the pandemic, with a number of Keele examples included in the QAA's guidance on alternative assessments, for example the Virtual Placement Module.</p> <p>The principles aim to consolidate these developments and to provide a framework for developing in-situ delivery in parallel and will be used to shape education</p>		

	<p>planning for 2021/22 and also to support communication with new and returning students. More broadly, they will also add context to future programme and curriculum design and inform decision making about the use of teaching space, digital infrastructure and delivery of student support. Lastly, they will also help to target investment into teaching innovation and scholarship projects that in turn will help put principles into practice.</p>		
	<p>Senate discussed the need to invest in both digital infrastructure and physical spaces to support a move to more innovative teaching methods. Short term software solutions such as Panopto which had recently been procured were discussed, alongside longer-term ambitions around development of physical spaces, the latter noted as requiring a significant investment. The need to think creatively about the use of space was also highlighted.</p>		
6A	<p>VC Report Senate noted the responses to VC Questions that were provided in the written report.</p>		
	<p>A follow up question in relation to workload allocation for staff on KIITE fellowships was raised and the need for sabbaticals for scholarship was emphasised.</p> <p>The response was noted and the VC and Professor O'Neill both highlighted that the evidence from the recent promotions processes was positive, with a number of Education and Scholarship colleagues securing promotion. Professor O'Neill confirmed that Heads of School were aware of the need to allocate scholarship time.</p>		
	<p>A follow up question was asked in relation to support for staff in recovering professionally and personally from the wider effects of the pandemic and the VC confirmed there was provision for the circumstances of the pandemic to be considered in relation to promotion processes.</p>		
	<p>A concern was expressed that two of the questions submitted to the VC for this meeting had been answered privately, outside of the Senate papers. The VC confirmed that this was due to management of the time available for the meeting and also highlighted that questions were approached flexibly and could be submitted via vc@keele.ac.uk at any time.</p>		
	<p>The Vice-Chancellor presented the remainder of his report, highlighting that whilst the number of Covid-19 cases in the North Staffordshire region were increasing, there was no specific increase at Keele which was positive and reflected a commitment from staff to work safely and within the current guidelines, which should continue.</p>		

	<p>Student Recruitment and Admissions</p> <p>The Deputy Vice-Chancellor provided an overview of the student recruitment and admissions report contained within the paper, highlighting that Undergraduate and Postgraduate Taught applications were up 11%, which increased further if Medicine and Vet School applications were included. It was noted that health programmes had seen a particular increase in applications.</p> <p>It was reported that virtual offer holder days continued to be well attended and Keele had been among the first institutions to offer in person, socially distanced, campus tours. These had commenced after easter and had proved to be very popular. The significant efforts from staff in Global Student Recruitment and Admissions to deliver these was commended.</p> <p>It was noted that, whilst comparison to previous cycles was difficult due to amended dates for this year, the picture was promising with firm acceptances up 15%, insurance acceptances up 28% and the conversion rate increased by 12%. Overall conversion was up in most Schools which was a significant achievement as application numbers in some areas were lower than the comparable period last year.</p> <p>International recruitment has continued to grow, with the caveat that this was from a low baseline in 2019/20, however, applications were up for both UK postgraduate students and international postgraduate students, consolidating the growth seen in 2020/21 and providing positive indications for the new programmes that had been developed, particularly in virtual postgraduate programmes.</p>		
	<p>Freedom of Expression Code of Practice</p> <p>Clare Stevenson, Head of Legal Governance and Compliance joined the meeting at this point to present the Freedom of Expression Code of Practice for recommendation to Council for approval.</p> <p>It was confirmed that there was a statutory requirement to have a Code of Practice and the University's current Freedom of Speech Code of Practice had been in place since 2016. As such, this was due for review, in addition the Secretary of State for Education had recently requested that Universities review their provision in this area.</p> <p>The Code of Practice has links with the External Speaker Approval process which was also subject to an ongoing review. Once agreed, these documents would sit together on a new webpage to support the roll out and compliance with statutory requirements. The version of the Code of Practice being shared with Senate was interim as the HE Free Speech Bill was</p>		

	expected to become an Act in due course, at which point a further review would be required. The timing for this was not yet clear with the bill still at the Committee Stage within the House of Commons.		
	Senate discussed the Code noting that the name had been changed from Freedom of Speech to Freedom of Expression in order to broaden its scope to cover different forms of expression.		
	Feedback was received from the EDI leads which welcomed confirmation that the version presented was interim. The EDI Leads noted they were keen to input into the ongoing review of the External Speaker Approval Procedure, to ensure it was robust enough to protect the University's reputation.	EDI Leads to input to development of Speaker Approval Procedure before its finalised	Secretary / Governance Officer
	Senate agreed to recommend the Freedom of Expression Code of Practice to Council for Approval, on the basis that it was an interim version pending any guidance issued following the HE Free Speech Bill being passed.	Recommend Approval to Council.	
6B(a)	<p>KeeleSU Report</p> <p>Senate received the update from KeeleSU. It was highlighted that considerable work had been undertaken to support societies and clubs to allow them to be able to continue and recover from the impacts of the pandemic.</p> <p>Both Woodstoke and the joint Awards ceremony for Clubs and Societies/Clubs Award had been held in person, in line with current guidelines and had yielded no positive Covid cases which was a significant success.</p> <p>Senate were reminded that the new officer team took up post on 1 July, therefore, contacts and distribution lists should be updated as required.</p>		
6B(b)	<p>KPA Report</p> <p>Senate received the update from the KPA and noted that elections had been completed and the 2020/21 team was now in place.</p> <p>Excellent engagement with events had continued, particularly those supporting mental health awareness and since re-opening on 12 April the Clubhouse had been pleased to welcome customers back.</p> <p>Work was continuing with Student Services to ensure access to support for postgraduate students particularly around hardship.</p>		
6C	<p>Keele Institute for Digital Society</p> <p>The Vice-Chancellor presented the paper and confirmed</p>		

	that the proposal to form a Digital Society Institute was intended to draw together the existing expertise in digital, data, sustainability, ethics and partnership working across the University in order to make meaningful contributions to local and wider society from a digital perspective. The institute would work closely with the external organisations who will be based in the new IC7 building, facilitating collaboration in a flexible, interdisciplinary space.		
	Senate agreed to recommend the proposal to Council for approval.	Recommend Approval to Council.	
6D	<p>Decolonising the Curriculum Update</p> <p>Senate received an update from the Pro Vice-Chancellor for Planning and Advancement on the Decolonising the Curriculum (DtC) project. It was noted that significant progress had been made to embrace and embed the project across the University in 2020/21. The DtC action plan required each discipline area (defined as an Undergraduate programme at Keele) to have a staff-student working group, with suggested recommendations and actions to progress the need to decolonise the curriculum in their area. An institution-wide virtual workshop had been held in July 2020, which had been well attended with each discipline area represented. Following this, the real work to develop individual action plans had begun.</p> <p>Thanks were noted to the Deans of Education who had played a central role in co-ordinating the development of these action plans in their faculties, working with support from the Race Equality Charter (REC) Self-Assessment Team, KIITE and the EDI Groups, to ensure that progress has been made across all their subject areas.</p> <p>It was confirmed that the work on the project, right across the institution, under extremely challenging circumstances, had been inspiring and it would clearly make a critically important contribution to the University's aim to offer up-to-date and maximally inclusive programmes across the whole institution.</p>		
	The steps being taken to mirror this work in Decolonising Research were discussed and it was confirmed that the intention was for the academic lead to have a key role in taking this forward across the institution. Senators also shared related practice already taking place in their research areas.		
	Senate endorsed the approach and next steps set out in the paper, noting that there was scope for further discussion on how the role of Academic Lead could work in practice.		
6E	<p>Workload Allocation Model (WAM) Guidance</p> <p>Senate received revised guidance on Workload</p>		

	<p>Allocation Models (WAM) produced by the Academic Staffing Strategy Group (ASSG) as a follow on from their recent work on academic workforce planning, career advancement and the introduction of academic role expectations. Prior to submission to Senate, the new WAM guidance had been approved for consultation at the Academic Strategy Group in February 2021 and consultation had taken place with UCU and the ASSG Staff Reference Group. The guidance received a positive reception at these fora and very constructive feedback was received which helped to shape the guidance.</p> <p>The new guidance clarifies what is within scope of the WAM and what it can be used for, in addition to confirming core principles of equity, transparency, balance and consultation. Given that current workload planning is likely to be well advanced already, the 2021/22 plans will be viewed as transitional.</p> <p>Senate endorsed the new guidance as presented.</p>		
6F	<p>Research Report</p> <p>Senate received a presentation from the Dean for Research in the Faculty of Humanities and Social Sciences on the work of the Keele Institute for Social Inclusion. It was noted that membership of the institute was expanding outside the Faculty of HUMSS and work was progressing on five challenge areas within the institute's key themes of tackling inequalities, supporting communities and interrogating democracies. A new COCREATE network had been established and would be formally launched in September 2021. This network aims to consolidate and rebrand community centred collaborative research and knowledge exchange.</p>		
	<p>Senate also received a report on Research and Innovation activity. The report included a summary of headline achievements from Keele's submission to REF in March 2021 which included: a 25% increase in the FTE of staff submitted and a 79% increase in doctoral awards, compared to the previous REF period and adjusted for the extension to the 2020 submission. It was noted that the University continued to achieve significant research grant successes, which was a testament to the resilience and hard work put in by researchers over a very challenging period.</p>		
	<p>Thanks were noted to the KDA for their work on supporting PGR students during COVID, and putting in place mechanisms for extensions.</p> <p>Thanks were also noted to colleagues who have worked hard to plan and re-profile projects in light of the cuts to ODA/GCRF funding announced in March. It was noted that the position with grant-funding remained unclear,</p>		

	with further communication from funders expected in due course.		
	The Director of the Keele Doctoral Academy presented a proposal to introduce Distance Doctorates which reflected experience of delivering PGR through the pandemic. It was noted that this was a key development to bring Keele in line with other institutions. Senate noted that there were some details to be finalised and that the process was at an early stage but approved the proposal as presented.		
	Senate agreed to defer approval of a set of proposed changes to the Postgraduate Research Code of Practice concerning the powers of RDC to grant extensions. The rationale for deferring was that these had been presented in the online papers but not circulated with the main report.		
6G	Education Report Senate received an update from Education Committee summarising recent business, including programme approvals and an update on education planning for 2021/22. The report included an addendum to the external examining overview report presented in December, covering Postgraduate Taught provision.		
	An update was also provided on the Elective Pathways and Student Engagement Monitoring projects and it was confirmed that these were due to be discussed further at future Senate meetings.		
	In relation to Elective Pathways, Senate sought reassurance that the current proposals would be implemented on a trial basis from 2022-23, this was confirmed and it was noted that more communications were expected to be provided to Schools within the coming weeks. Discussion took place on the need for market research to inform development and implementation of the pathways and it was agreed this would be discussed further outside the meeting.		
	Senate approved the programme withdrawals presented in the paper, with the exception of the PG Certificate Advanced Practice in Computed Tomographic Colonography which it was agreed would be discussed further between the Schools of Allied Health Professions and Nursing and Midwifery.		
	Senate received the proposals in the report to amend the University's approach to processing exceptional circumstances claims. Katie Laverty, Director of Students Services and Success attended the meeting for this item. The changes were proposed to address issues arising from the significant volume of repeated extension requests received from students which caused issues in terms of processing the claims,		

	marking the work and crucially had a negative effect on student welfare as it led to clustered deadlines.		
	The proposals sought to permit an automatic 10 working day extension to coursework deadlines, with the opportunity to submit an exceptional circumstances claim for a further assessment opportunity if the extended deadline was missed and the introduction of a review if students accrue more than 45 credits of re-assessment.		
	The proposals attracted significant discussion from Senators who agreed that the current system required reform. Concerns were expressed however, that the proposals as they stood, had a negative implication for staff in terms of marking time and for students who submitted on time and could be negatively affected. A key concern was around the automatic extension becoming the deadline, therefore, delaying the assessment schedule for the majority of submissions in terms of marking and feedback. It was also highlighted that a blanket approach may not work for all types of assessment, disadvantaging both the marker and students in some written assessments and presenting scheduling issues where practical assessments needed to be re-run.		
	It was confirmed that staff from the School of Life Sciences had helped develop the proposals based on their experience of dealing with a large volume of claims and some practical mitigations for the impacts described were suggested.		
	It was agreed that due to the volume of discussion the item had attracted, further consideration was required. It was agreed that the item would be deferred pending further consideration, possibly at an additional meeting if one could be convened in the required timeframe, though it was noted this was a busy period in the year and identifying a suitable time might be problematic.		
	Due to the meeting running over time, the Degree Algorithm paper was deferred for consideration at a later date.	Degree Algorithm paper to be considered at a later date.	Secretary
6H	Secretary's Report		
	Senate agreed to recommend to Council the following items for approval: Change to Ordinance B1 to reflect the establishment of the Digital Society Institute. Senior Appointments		
	Senate approved the following items: Awards Establishment of New Prizes		
	Due to the meeting running over time, the following items were deferred for consideration at a later date:		

	Senate Election Results Amendments to the Senate Standing Orders Amendments to Regulation B5		
6	EDI Considerations Nothing in addition to the discussions noted above.		
7	Any Other Business No items were raised.		

(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
Vacancy	Pro Vice-Chancellor Education
Vacancy	Pro Vice-Chancellor Research & Enterprise
Professor Pauline Walsh	Dean of the Faculty of Medicine and Health Sciences and Pro Vice-Chancellor
Professor Shane O'Neill	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 and Director of Student and Academic Services***

(d) ***Librarian***

Mr Daniel Perry

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

Academic Schools:

School of Humanities: Dr Nick Seager
A Keele Business School: Professor Elaine Ferneley
School of Law: Professor Alison Brammer
School of Social, Political and Global Studies: Professor Robert Ladrech
School of Allied Health Professionals: Ms Anne O'Brien
A School of Medicine: Professor Christian Mallen
School of Nursing and Midwifery: Dr Julie Green
A School of Pharmacy and Bioengineering: Dr Katie Maddock
School of Chemical and Physical Sciences: Professor Mike Watkinson
A School of Computing and Mathematics: Professor Peter Andras
School of Geography Geology and Environment: Professor Christopher Fogwill
School of Life Sciences: Professor Dawn Scott
School of Psychology: Professor Abigail Locke

Deans of Research

Faculty of Humanities and Social Sciences- Professor Derek McGhee
Faculty of Medicine and Health Sciences- Professor Nick Forsyth
Faculty of Natural Sciences- Professor Clifford Stott

Deans of Education

A Faculty of Humanities and Social Sciences – Dr Tim Lustig
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

A	Dr Clare Jinks (Primary, Community and Social Care)	2018-2021
	Mrs Yvonne Flood (Nursing & Midwifery)	2018-2021
	Dr Lisa Dikomitis (Medicine)	2018-2021
	Dr Audrey Skidmore (Medicine)	2018-2021
	Dr Abigail Rutter (Pharmacy & Biomedical Engineering)	2019-2022
A	Professor Athula Sumathipala (Primary, Community and Social Care)	2019-2022
A	Dr Emma Healey (Medicine)	2019-2022
	Mrs Cath Hill (Nursing and Midwifery)	2020-2023

Elected by the Faculty of Natural Sciences

	Dr Masi Noor (Psychology)	2019-2022
	Dr David Mazzocchi-Jones (Life Sciences)	2019-2022
	Dr Laura Hibberts (Foundation Year)	2019-2022
	Dr Adam Stanton (Computing and Mathematics)	2019-2022
	Dr Jacco van Loon (Chemical and Physical Sciences)	2020-2023
A	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

	<i>KeeleSU</i>	
A	Ms Holly Brooks- <i>Union Development and Democracy Officer</i>	2021-2022
	<i>Vacancy- Education Officer</i>	2020-2021
	Mr Miles Venvil- <i>Welfare and Internationalisation Officer</i>	2020-2021
	Mr Leroy Cohoone - <i>Activities and Community Officer</i>	2020-2021
	<i>Vacancy - Athletic Union and Sport Officer</i>	2020-2021
	<i>Keele Postgraduate Association</i>	
A	Ms Katie Charlton- <i>President</i>	2020-2021
A	Ms Elisia Narbett- <i>Vice-President</i>	2020-2021

In-Attendance at Senate

	Chief Operating Officer: Dr Mark Bacon
A	Director of Foundation Year: Simon Rimmington
	Head of Academic Quality and Student Conduct: Dorothea Ross-Simpson
	EDI Observer: Susan Bruce
	Incoming KPA Vice-President: Atieme Obolosinghe
	Secretary: Laura Norcop, Governance Officer