

MINUTES OF THE MEETING OF SENATE

Held on 24th June 2020
Virtually via Microsoft Teams

ITEM	DISCUSSION	ACTION	WHO
1.	<p>Apologies and Absences</p> <p>The attendance, apologies and absences are noted on the attached list.</p> <p>The Vice-Chancellor welcomed Senators to the first virtual meeting of Senate and reminded them of the protocol for virtual meetings circulated with the papers.</p> <p>Thanks were noted to the outgoing student officers for their work over the past year. Parker Robinson was welcomed to his first meeting of Senate as incoming KPA Vice-President.</p> <p>It was also noted that this was the final meeting of Senate for Professor Andrew Hassall, Head of the School of Medicine and Dr Jim Grange, Head of the School of Psychology. Thanks were noted to both for their valued contributions to the University within their Schools and as members of Senate.</p>		
2.	<p>Declarations of Interest</p> <p>None.</p>		
3.	<p>Minutes and Actions</p> <p>The minutes of the meeting held on 4 December 2019 were approved as an accurate record. The record of decisions taken on business originally scheduled to be considered at the March 2020 meeting was also approved.</p>		
4.	<p>Update from the Vice-Chancellor</p> <p><i>Campus Operations</i></p> <p>The Vice-Chancellor delivered a presentation summarising the actions taken by the University since the start of the Covid-19 emergency and the lockdown period.</p> <p>It was confirmed that activity was now focussed on planning for 2020/21. The University's five stage plan had been published and had received positive coverage in the press. The plan was not necessarily mirroring government levels therefore, it was not expected that changes would always happen at the same time. Some movement between levels was also expected as the wider situation developed. Risk assessments were currently being undertaken for the phased re-opening of buildings, overseen by the Covid secure workstream.</p>		

	<p>The Vice-Chancellor confirmed that the financial position of the University was being monitored closely. Plans were in place to mitigate possible scenarios, as shared with all staff in the response document. Delivery of the three-year Financial Sustainability Plan was still being progressed alongside the Covid-19 response.</p>		
	<p>Virtual Open Day It was highlighted that Student Recruitment was critical to ensuring the University’s future stability. As such the importance of digital marketing was now coming to the fore. The University’s first Virtual Open Day had been held on 20th June.</p> <p>The Deputy Vice-Chancellor confirmed it had taken a huge amount of work from internal staff and the provider to pull together six months of work within ten weeks. There had been over 5100 unique page views of the virtual open day, approximately 3100 views of course talks, 1600 views of academic talks and 900 views of general talks. Approximately 1400 virtual tours had been completed with an average view time of 17 minutes. It was highlighted that the content produced was of a high quality and Senators were encouraged to view content produced by other areas of the University.</p> <p>Senators discussed their experiences of the Virtual Open Day and the Deans confirmed that feedback was being collected within Faculties to be considered ahead of the next event. Discussion also concerned the effectiveness of Unibuddy. The Deputy Vice-Chancellor acknowledged the situation presented challenges but there was a clear objective to take the feedback received forward to improve future events. It was agreed that a meeting would be organised to explore some of these issues in more detail with input from a marketing perspective.</p>	<p>Meeting to be arranged regarding Virtual Open Day feedback to include marketing input.</p>	<p>Deputy Vice-Chancellor</p>
	<p>Applications Update The Deputy Vice-Chancellor gave an update on applications. UCAS had extended the deadline for students to reply to their offers to 18 June 2020. Firm numbers were not yet known but applications were up for 11 of the University’s 15 Schools, compared to the same point last year which was against the sector trend.</p> <p>It was confirmed that there had been media coverage indicating a likelihood of increased deferrals from students due to the impacts of Covid-19. Evidence of this had not yet been seen but the situation would become clearer in the next couple of months.</p> <p>International Undergraduate offers were up 9% on the same point last year.</p>		

	<p>National Policy</p> <p>The Vice-Chancellor confirmed that there was still some nervousness across the sector and no package of support had been announced. It would remain to be seen how the impact of the new Student Number Control was felt.</p>		
	<p>Black Lives Matter/Anti-Racism</p> <p>The Vice-Chancellor reported that the University had taken the decision to take some time to develop the communications issued to staff and students following the recent campaigns in this area. The emphasis on the University's response was on proactive action being taken to address the underlying issues, recognising the need to do more and the link with the ongoing work to deliver the Race Equality Charter Action Plan.</p>		
5B	<p>Update from the Student Unions</p> <p>(i) KeeleSU</p> <p>MC gave an update confirming that Advice and Support at Keele (ASK) were still operational but a number of staff were furloughed meaning responses were slower than usual. The incoming Student Officers were starting their induction period in early July. Elections and Awards had been delivered virtually and Woodstoke had also been a virtual event this year. Senators were invited to submit any questions via email to: su.educationofficer@keele.ac.uk</p>		
	<p>(ii) KPA</p> <p>KC provided an update and confirmed that the KPA Clubhouse remained closed and staff furloughed, with planning underway to look at what would be required for reopening. The Officer team had been collaborating with PGR and PGT student representatives to clarify issues and ensure they were discussed in the right fora; the availability of the hardship fund had also been publicised. The KPA had been working with KIITE and looking to improve their visibility to ensure students were aware of the role of the KPA and available support. The Constitution and Strategic Plan were due for review in the coming year, and the KPA President would be leading on this. Senators were invited to submit any questions via email to: kpa.chair@keele.ac.uk</p>		
5C	<p>Academic Promotions Procedure and Criteria</p> <p>Professor O'Neill presented the report and confirmed that it presented strong proposals as a result of significant development and consultation work over the last few months. Promotions was the second key process developed by the Academic Staffing Strategy Group following on from the Academic Role Expectations (ARE) as such, the proposals focussed on the relevant pathways to align with the ARE and sector best practice.</p> <p>It was confirmed that there would be one more round of promotions from Teaching Fellow to Senior Teaching Fellow and from there on, the process would focus on the appropriate job families.</p>		

<p>The proposals presented one comprehensive procedure, including an appeal process. Personal circumstances would be shared on paper with the Promotions Committee but not with the assessors. For both job families (Education and Research or Education and Scholarship), a candidate was required to be excellent in two areas to achieve promotion. Ahead of the next round of promotions, KIITE would be holding workshops to explore the expectations for staff in the Education and Scholarship family. Heads of School could also provide support.</p> <p>To address the possible impact of the change for staff who had been preparing an application under the previous process, a one to one meeting with the Executive Dean could be requested to discuss the situation. An additional temporary form had also been developed to allow the applicant to highlight the impact of the change.</p> <p>It was confirmed that an Equality Analysis had been undertaken and the results strongly indicated no negative impacts. The process would continue to support work to deliver Athena Swan and Race Equality Charter commitments.</p> <p>Finally it was confirmed that the suggestions received in advance of the meeting were noted and would be fed into the final versions.</p> <p>It was highlighted that application for promotion was something staff prepared for over a considerable period and so it was queried whether the measures included to mitigate the impact were sufficient. SO’N confirmed that this had been discussed as part of the consultation and the measures were accepted as a sensible approach. It was also highlighted that the new process valued activities much more comprehensively and so although the changes were significant, there was confidence that they would not cause disadvantage.</p> <p>The discussion noted support for the proposals which were a welcome step forward. It was also noted that the current process disadvantaged teaching focussed colleagues, so it was important to implement them soon.</p> <p>It was highlighted that the Professional Practice Route for promotion had been removed and queried whether there was parity within the new process for staff on this route. It was confirmed that this had been explored in the consultation and assurance had been received that the Education and Scholarship route was inclusive. There was no intention to disadvantage colleagues on a practice-based route but the need to develop Case Studies to provide clearer examples of how professional practice is reflected in the Scholarship route was acknowledged.</p>		
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<p>research funding was expected to be significant.</p> <p>Some significant grant successes had been achieved recently for which congratulations were noted, particularly to Dr Gavin Miller from the Faculty of Natural Sciences who had secured a prestigious Future Leaders Fellow award from UKRI. Dr Ceri Morgan in the School of Humanities had also received a significant grant award from the AHRC and in the School of Primary, Community and Social Care Zoe Paskins had been awarded a Versus Arthritis PhD Scholarship and Professor Christian Mallen had received a grant award from the NIHR.</p> <p>Thanks were also noted to Victoria MacFarlane and the RaISE team for their work to share communications from funders regarding the impact of Covid-19 with researchers and PGR Students. This activity would continue to ensure appropriate mitigations could be established. There was evidence to indicate that the impact of the Pandemic was disproportionately affecting some groups. Work was ongoing with HR to consider the full EDI impact.</p> <p>Work to model the financial impact of unavoidable delays in research projects, submissions and awards was also underway. Contact was being maintained with key networks to share experience and best practice. Work to facilitate the reopening of labs for research activity, with reopening planned for week commencing 6th July 2020 was also taking place. Support was in place for researchers and PGR Students.</p> <p>It was queried whether consideration had been given to support for new PGR candidates due to arrive in the autumn, especially as many are international students who arrive with their families. Professor Amigoni confirmed that the approach was covered in the five-stage plan and where it was possible for a project to begin, the intention was that it would. The situation was being actively monitored at the moment. It was also highlighted that the researcher summer school was going ahead and had received the highest ever number of registrations.</p> <p>Professor Amigoni confirmed that the REF 2021 submission date had been postponed to 31 March 2021 and the impact period had been extended to 31 December 2020. The staff census date remained unchanged at 31 July 2020.</p> <p>It was confirmed that the Research Integrity Annual Statement had been approved and Dr Jim Grange from the School of Psychology would shortly be commencing his role as Research Integrity Champion for the University. A revised Research Integrity policy was presented in the written report for approval by Senate. Senate noted congratulations to Dr Grange on his appointment to this role.</p>		
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	<p>It was confirmed that the Keele Doctoral Academy (KDA) had commenced operations at the start of lockdown which had been timely for students but had unfortunately delayed the formal launch, it was hoped could be held in Spring 2021. Professor Amigoni was currently acting as the Director of the KDA although, interviews for the post were scheduled for early July. It was emphasised that the development of the KDA to help ensure the University could support PGR Students more effectively was significant. Thanks were noted to colleagues from SAS for their work to support the production of guidelines for PGR Students and around examinations.</p> <p>The KPA Chair queried what steps were being taken to ensure PGR Students were aware of the existence of the KDA and its role. Professor Amigoni confirmed that a Roadshow was planned, beginning in the Faculty of Medicine and Health Sciences however, it was acknowledged there was more work to do in this area and the KDA team were keen to work with the KPA to promote their role.</p> <p>Professor Amigoni highlighted that the deadline to submit the narrative for the Knowledge Exchange Framework (KEF) had been delayed to 16 October 2020.</p> <p>Professor Amigoni noted that the Research Strategy, presented for Senate approval had been refreshed following comprehensive scrutiny from research leaders across the University to ensure it was complimentary to the local research missions. Comments had been received from Senate in advance of the meeting that queried the success measures for the People section. It was confirmed that the Promotions Criteria already considered these measures well, including around inclusivity through the REC action plan and Athena Swan, as well as making clear the link with individual research improvement and institutional success.</p> <p>Senate approved the following items as presented in the written report.</p> <ul style="list-style-type: none"> • Research Strategy • Research Integrity Policy • Health and Social Care Research Policy 		
<p>5E</p>	<p>Faculty of Medicine and Health Sciences Restructure</p> <p>Professor Walsh presented the paper outlining the rationale for the proposed merger of the School of Medicine and the School of Primary, Community and Social Care; confirming the benefits of bringing together an education focussed school and research focussed school, to enable better collaborative working and benefit different activities across the new School. The move was also in line with the recent</p>		

	<p>restructure which brought together research and education across the Faculty.</p> <p>Professor Walsh confirmed that there had been a consultation process with a window of 4-5 weeks for staff to submit comments. It was confirmed that feedback from the consultation had been positive and the opportunity to submit comments was still available. Access to student officers and representatives had been delayed due to the Covid-19 circumstances but discussions had now taken place and an outline of the proposals had been emailed to the Student Representatives within the School.</p> <p>The need to ensure discussion of the link with the School of Life Sciences was highlighted by Professor Scott. This was important to ensure clarity around communications, governance structures and responsibilities and also that the progress made to date was not lost. Professor Walsh noted this and emphasised that both the current Schools collaborated with colleagues in Life Sciences and so this presented an opportunity to simplify and improve the link for education and research activities.</p> <p>Senate agreed to recommend approval of the proposals to Council.</p>	<p>The proposed merger of the School of Medicine and the School of Primary, Community and Social Care is recommended to Council for Approval.</p>	<p>Professor Walsh/ Secretary</p>
<p>5F</p>	<p>Education Updates</p> <p>Professor Sullivan confirmed that, in addition to the written report, she had a presentation giving an overview of Education activities. Planning was currently underway for September in line with the 3rd stage of the University's plan. Professor O'Sullivan commended the fantastic effort from staff and students to transition to a changed business model for the University in just a few days.</p> <p>Work already undertaken to develop alternative assessments and to ensure the impact of Covid-19 was accounted for was highlighted. This had been complex to set out clearly and simply, in a way that was fair for students whilst avoiding a disproportionate increase in staff workloads, noting that any measures implemented would have a knock on effect for 2-3 years as the cohorts progressed through the University. It was confirmed that this had been developed without guidance from the regulators which was not made available</p>		

<p>until after decisions had needed to be made. It was achieved through collaborations with the Registrar and PVC networks and the result was that the majority of providers proceeded in a very similar way without specific guidelines. When the guidelines were published it was pleasing to note no areas of concern in the approach taken by Keele. Thanks were particularly noted to Dorothea Ross-Simpson and Laurence Fuller who gave phenomenal effort to produce clear guidelines for staff on an incredibly complex area.</p> <p>Looking ahead to the 2020/21, Professor O’Sullivan noted that the situation had necessitated an accelerated transition to digital education models across the sector. Whilst there was no intention to take education fully online as the Keele Campus remained pivotal to student’s experience; the flexible model developed in recent weeks presented the foundation to a best of both worlds approach which would lay the foundation for the future model of delivery.</p> <p>In terms of governance arrangements, Education Committee was meeting weekly and would submit a four weekly, written report to Senate to summarise actions and decisions.</p> <p>Senators discussed the model and raised regarding the functionality available for digital delivery, particularly around creating digital social spaces and the facility for specialist notation. It was confirmed that KIITE were running workshops to allow staff to explore the different functions available, these were being recorded to enable those who were not able to attend live to access them.</p> <p>Discussion highlighted concern that not all students would have the required resources to engage fully with the digital environment and analysis in this area was needed to avoid groups being disadvantaged. It was also highlighted that online learning favoured independent learners which would be a potential disadvantage for Foundation Year students.</p> <p>The rise in instances of hate speech in the online environment was highlighted, there was a need for safeguarding mechanisms for students and staff in response.</p> <p>The possibility of exploring more use of the outside space on campus to enable Covid-secure practice, including social distancing was suggested.</p> <p>Concerns that staff and students can feel isolated in the online environment and the limitations and a risk of lack of interaction were highlighted.</p> <p>It was queried as to why the move needed to be more than a mitigation of the current situation and why a permanent change was necessary. It was also highlighted that not all students would favour the move, some preferring the</p>		
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	<p>structure of face to face teaching to allow them to balance their other commitments.</p> <p>It was emphasised that there was no suggestion of a move to eliminate face to face delivery but that the framework presented an opportunity to explore different tools and methods which had the potential to be very effective and to improve engagement.</p> <p>The discussion also reflected support for the hybrid model recognising student preferences in this area and welcoming reassurance that campus remained at the core of the model. The carbon positives of the approach were highlighted and the need to exploit opportunities to explore this further was emphasised.</p> <p>Professor O’Sullivan noted the comments and stressed that Students were very much still welcome to Campus and were not being encouraged to stay at home. Just because delivery was online did not mean students could not choose to engage with it on campus and the social spaces available would be open for this. Professor O’Sullivan confirmed that research suggested asynchronous learning approaches for large groups of students were much more effective and interactive sessions did not have to be lectures. It was emphasised that there was no option to return to the previous model of delivery, not just because some form of restrictions were to be expected for some time but also because the rest of the Sector was also building on the current shift and moving forward. Keele needed to keep up with the pace of change to avoid being left behind. Students would expect a hybrid model and there was a need to move with the times to deliver this. The approach proposed was not intended to be a revolution, rather an enhancement of the opportunities already available. Professor O’Sullivan encouraged Senators to take the opportunity to engage positively with the process.</p> <p>The changes to Regulation D1 (Assessment) setting out a revised standard submission time of 1pm were approved to take effect from 2020/21.</p>		
<p>5G</p>	<p>Secretary’s Report</p> <p>Senate approved the awards, external examiner appointments and conferment of honorary titles as set out in the paper.</p> <p>Senate also approved the revised version of Regulation B1. Discussion highlighted concern that some spent offences would not need to be disclosed and the wording may be too stringent. It was agreed that insertion of the word relevant would resolve the concern. The approval was, therefore, subject to a minor amendment in paragraph 4.3 (m). <i>“Failure to declare a relevant criminal conviction....”</i>.</p>		

	Senate agreed to recommend to Council amendments to Ordinance B1, reflecting the School merger within the Faculty of Medicine and Health Sciences.	The revisions Ordinance B1 are recommended to Council for Approval.	Secretary
6.	<p>Equality and Diversity Considerations</p> <p>There was a request for access to the link for the Microaggressions film produced by Keele Students. This was shared with Senate and Professor O’Neill highlighted that film was starting to be recognised internationally with the National Hockey League including it in their Equality Handbook which was tweeted to its 6.2 million followers.</p> <p>Senators requested sight of the Equality Analysis Data for the Academic Promotions Procedure and Criteria.</p> <p>It was noted in the research report that the Covid-19 crisis was thought to be having a disproportionate impact on women in research. It was confirmed that this was being explored further and full analysis undertaken.</p> <p>During the discussion of the Education Update, concern was noted that the move to a hybrid education model could impact negatively upon students from under-represented groups, disadvantaged backgrounds and those less able to learn independently as they may not have access to the resources required to engage fully with digital delivery. This was noted for consideration in the ongoing development of the framework.</p> <p>It was also reported that there had been increased instances of hate speech seen in the online teaching environment. A mechanism to safeguard staff and students in this area was requested. This was noted for consideration in the ongoing development of the framework</p>	<p>Link to the film to be shared.</p> <p>EDI Data to be made available.</p>	<p>Secretary</p> <p>Professor O’Neill/HR</p>
7.	<p>Any Other Business</p> <p>No further items raised.</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)***

Professor Mark Ormerod	Deputy Vice-Chancellor and Provost
Professor Helen O'Sullivan	Pro Vice-Chancellor Education
Dr Anne Loweth	Pro Vice-Chancellor Students
Professor David Amigoni	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***

Dr Helen Galbraith Academic Registrar and Director of Student and Academic Services

(d) ***Librarian***

Mr Paul Reynolds

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

Academic Schools:

School of Humanities: Dr Nick Seager

Keele Business School: *Vacancy*

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

School of Medicine: Professor Andrew Hassell

A School of Nursing and Midwifery: Dr Patricia Owen

School of Pharmacy and Bioengineering: Dr Katie Maddock

School of Primary Community and Social Care: Professor Christian Mallen

School of Chemical and Physical Sciences: Professor Mike Watkinson

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 Jim Grange

A Harper and Keele Veterinary School: Professor Matthew Jones

Deans of Research

Faculty of Humanities and Social Sciences- Professor Derek McGhee

A Faculty of Medicine and Health Sciences- Professor Nick Forsyth

A Faculty of Natural Sciences- Professor Clifford Stott

Deans of Education

A Faculty of Humanities and Social Sciences – Dr Tim Lustig

A Faculty of Medicine and Health Sciences – Dr Julie Green

Faculty of Natural Sciences – Dr Katie Szkornik

Keele Institute for Innovation and Teaching Excellence (KIITE)

Director of KIITE: Dr Rafe Hallett

(f) *Members of the Electoral Roll*

Dr Rebecca Leach (Senate Member of Council) 2019-2021

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

Elected by the Faculty of Humanities and Social Sciences

Dr James Peacock (English and American Studies)	2017-2020
Dr Mariangela Palladino (English, Film and Creative Writing)	2017-2020
Dr Sophie Allen (Philosophy)	2017-2020
Dr Shalini Sharma (History)	2018-2021
Dr Rebecca Richards (International Relations)	2019-2022
Dr Samantha Weston (Criminology)	2019-2022
Mrs Catherine Edwards	2019-2022

Elected by the Faculty of Medicine and Health Sciences

Dr Gordon Dent (Medicine)	2017-2020
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
A Dr Abigail Rutter (Pharmacy & Biomedical Engineering)	2019-2022
Professor Athula Sumathipala (Primary, Community and Social Care)	2019-2022
Dr Sara Visram (Pharmacy & Biomedical Engineering)	2019-2022
Dr Emma Healey	2019-2022

Elected by the Faculty of Natural Sciences

A Dr William Kirk (Life Sciences)	2017-2020
Dr Chris Stiff (Psychology)	2017-2020
Dr Zoe Robinson (Geography, Geology and the Environment)	2017-2020
Dr Jacco van Loon (Chemical and Physical Sciences)	2017-2020
Dr Masi Noor (Psychology)	2019-2022
Dr David Mazzocchi-Jones (Life Sciences)	2019-2022
Dr Laura Hibberts (Foundation Year)	2019-2022
A Dr Adam Stanton (Computing and Mathematics)	2019-2022

(h) *Student Representatives: Elected Officers*

KeeleSU

Vacancy- <i>Union Development and Democracy Officer</i>	2019-2020
Ms Mari Chappell- <i>Education Officer</i>	2019-2020
Ms Fflur Harman- <i>Welfare and Internationalisation Officer</i>	2019-2020
A Mr Leroy Cohone - <i>Activities and Community Officer</i>	2019-2020
A Mr Dan Grimsdell- <i>Athletic Union and Sport Officer</i>	2019-2020

Keele Postgraduate Association

Ms Katie Charlton- *President*

2019-2020

Mr Parker Robinson– *Vice-President*

2019-2020

In-Attendance at Senate

A

Chief Operating Officer: Dr Mark Bacon

Director of Foundation Year: Simon Rimmington

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