



MINUTES OF THE MEETING OF SENATE

Held on Wednesday 7th December 2016

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

30. DECLARATIONS OF INTEREST

There were no declarations of interest.

31. MINUTES AND ACTIONS

(a) Minutes

The Vice-Chancellor confirmed that following the circulation of the minutes of the meeting held on 12 October 2016, an amendment had been requested to the final paragraph of minute A7, as follows:

Concern was expressed that some Postgraduate Taught bursaries had been offered to students in 2015/16 and the offers had had to be subsequently withdrawn due to budgetary ~~changes~~ **constraints**, Senate highlighted that more continuity **and earlier notification of budgets for bursaries** would be desirable in future processes, this was noted.

At the meeting, a further amendment was requested to minute A7 in the section summarising the discussion of the role of the Student Numbers and Fees Group. Direct reference to the question and answer regarding the role of the group was requested. The minute was amended as follows:

Bottom of page 3:

Senate also discussed the role of the Student Numbers and Fees group, it was confirmed that the role of the group was to balance admissions against the budgeted target. **Senate asked for confirmation of whether there was academic input into the group, it was confirmed that and that they worked work was undertaken** with the Faculty Management teams on key areas of discussion. **Feedback from those involved was** ~~It was felt~~ that the introduction of the group had had a positive impact on the recruitment process for 2016/17. **Reference was made to the fact that the group added a sense check to the planning process which had been valuable. Senators queried whether the sense check was a formal process, this was confirmed.**

(b) Actions List

There was one action outstanding from the previous meeting. The Vice-Chancellor confirmed that the report on the consultancy work undertaken in October was expected to be published in mid-

December and would be shared initially with the Athena SWAN Working Group. Following this, further circulation should be possible.

32. MATTERS ARISING

(a) Dean of Medicine and Health Sciences

Following the update given at the last meeting, the Vice-Chancellor confirmed that unfortunately, the candidate who was initially offered the position had withdrawn. Discussions were taking place with another candidate and it was hoped an announcement could be made before Christmas.

[Secretary's Note- Following the meeting, it was confirmed that unfortunately, an appointment had not been made. Interim arrangements would be put in place and a new selection process undertaken in early 2017.]

(b) New University Logo

The Vice-Chancellor confirmed that after much reflection on the findings of the consultation process, it decided that the timing was not right to undertake a rebranding exercise and that currently; there were other areas where time and energy could be invested more prudently. It was noted, however, that the University's branding would be a theme within the next strategic planning cycle.

The Vice-Chancellor thanked everyone who had participated in the consultation process and noted the value of the feedback provided. Particular thanks were noted to KeeleSU for their coordination of student feedback.

PART 1 – STRATEGIC DISCUSSION ITEMS

33. TEACHING EXCELLENCE FRAMEWORK

Professor Cownie and Dr Galbraith gave a presentation on the University's preparations for submission to the Teaching Excellence Framework (TEF).

It was highlighted that this was the second iteration of the TEF, with the first iteration only requiring a successful outcome from the QAA Review. It was noted that although HEFCE were referring to the process as a pilot, only participating institutions would be permitted to raise their tuition fees, therefore, there was a certain level of expectation attached to the process.

It had been reported to Senate in October 2016 that an institutional steering group had been established. The membership of the group was deliberately small, due to the very tight timescale for making the submission, however, consultation would be undertaken as widely as possible to ensure a range of views were captured. This would be undertaken in two stages firstly as a 'green paper' followed by a 'white paper', it was emphasised that when the documents were circulated, due to the tight timescale for response those wishing to participate in the consultation should note the deadlines carefully.

There were three possible outcomes following assessment of the submission: Gold, Silver and Bronze. Assessment was based partly on positive and negative flags already attached to the data held by HEFCE but the written submission presented an opportunity to influence flags in certain areas, so although it was possible to assess the University's position based on current flags, the TEF assessors would make a final decision based on the influence of the statement.

In terms of the assessment, it was confirmed that HEFCE had provided the University with relevant data on which to base a written submission. The purpose of the submission was to tell the most compelling story about teaching excellence across the University. Each item referenced must be a University wide approach and must be supported by evidence. Local initiatives could not be included in the submission for this stage of the TEF.

The data was divided into 'Core' and 'Split' metrics, each of which could receive a flag of double positive, positive, double negative or negative. Some metrics would receive no flag if the data recorded did not reach the threshold to get a positive. The assessors were only looking at positive or negative flags, not blank fields.

Based on analysis of the data, it was confirmed that Keele was well placed in terms of Core metrics with positive flags in four of six areas, with the other two having no flag. The picture in relation to split metrics was largely promising; although one area was negatively flagged the University was well placed to explain this in the narrative.

The presentation was concluded and it was confirmed that the slides would be circulated alongside the minutes of the meeting.

Senators discussed the information presented and asked whether it was possible for the HEFCE data to be broken down to programme level. Professor Cownie confirmed that she was attending a HEFCE round table discussion on the programme stage of TEF in early December and would ask the question.

Senators asked whether the employability data included in the presentation was now final. It was confirmed that this was the case, which presented a challenge as the benchmarks did not account for regional variations. Dr Galbraith also confirmed that a new dataset on Longitudinal Education Outcomes (LEO) matched DLHE results with data from HMRC on graduate earnings. Regional differentials in this area, and also variations by discipline, were significant issues with the data as they distorted the picture for different institutions.

Professor Cownie confirmed that the 'White Paper' stage of the consultation would provide an opportunity for sight of the full draft submission. Comments were welcome but the timescale to turn these around was very tight. This was noted as unfortunate but unavoidable due to the timescale to submit to HEFCE. The submission would be presented to UEC for approval on 17 January 2017, prior to the deadline to submit that was strictly 12noon on 26 January.

Professor Cownie thanked Mr Wiltshire for the significant work that had been undertaken with students, including the establishment of a reference group made up of STARS, to ensure that they understood the implications of the TEF and were engaged with the process. His valuable contribution to the steering group was also highlighted. Having attended several events where institutions had discussed engaging students with the TEF, it appeared that Keele was much further forward in the process than many peers.

The Vice-Chancellor thanked Professor Cownie and Dr Galbraith and noted that the metrics looked positive but that there was onus on the steering group to ensure that the narrative was strong, particularly given that the assessment panel could move institutions down as well as up.

PART 2 – REPORTS

34. RESTRICTED BUSINESS

35. STUDENT OFFICER REPORTS

(a) Report of KeeleSU

Ms Horsfall presented her report and noted that, regarding item 1 on the Key fund, Hazel Russell had left the University. KeeleSU were happy to be involved in the recruitment process for her successor.

Issues currently being considered by KeeleSU were anonymous marking and a 'women only' hour in the gym.

Thanks were noted to those who had participated in the consultation on the KeeleSU Strategic Plan which had received over 900 responses.

Mr Wiltshire summarised the work undertaken with students on the TEF, noting that while inevitable it was still seen as challenging as there were more questions than answers but KeeleSU were happy to be included on the steering group. It was hoped that the best outcome for both the University and the Students could be achieved.

Mr Wilshire also noted that, as student numbers continued to grow, so too did pressure on study space. KeeleSU had met with the Director of Estates and Development and were exploring possible solutions. It was hoped that some study space could be located within K2 in the KeeleSU Building could be utilised as a flexible study space which could help alleviate some of the issues. Mr Reynolds welcomed this initiative, noting that space issues had also been raised with the library.

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

Mr Smith presented the report and highlighted that work was ongoing in a number of key areas, including with the Council regarding the status of continuation students, and with a project to develop a good supervision and teaching guide. The KPA were also hoping to take forward a project to encourage the transition of Undergraduates from Keele on to Postgraduate programmes.

The KPA had recently attended a 'Voice for Postgraduates' conference at Nottingham University, also attended by a mixture of officers in similar roles from around the UK. The overall impression gained from the event was that developments were taking place quickly in postgraduate student representation, with the majority of positions created over the last two years. The event was an excellent networking opportunity and the KPA model was still reasonably unique and there was a lot of interest expressed on how the KPA operated from those in newly established positions. From the discussions at the event, it also appeared that from a Postgraduate perspective Keele appeared to be ahead of peer institutions in TEF preparations.

Professor Amigoni noted the KPA's distinctive role and thanked Mr Smith for the work undertaken on continuation fees. He confirmed that the PG Strategic Development Group were also working on the issue to feed into the wider review of the PGR Code of Practice.

It was queried whether the arrangements in place for Turkish students were also available for Iraqi students who may be dealing with very similar issues. Mr Smith confirmed that they were and also that the reference to Turkish students was made due to the rapidly emerging situation in that country.

Professor Wastling noted that, with reference to point 8 of the report on Natural Sciences Funding, the Faculty were working to ensure students understood the terms and conditions placed upon them and would support them where possible.

The Vice-Chancellor echoed Professor Amigoni's comments regarding the KPA's position nationally and noted that they would have a valuable role to play as the role of the Office for Students and UKRI became clearer.

36. SECRETARYS REPORT

Dr Galbraith presented the report and highlighted that feedback on the new format was welcome. It was noted that the cover sheet referred to two items that were not part of the actual paper. The External Examining Code of Practice had been moved to the Learning and Teaching report and the Senate Committee Projects report was included in error. Apologies were noted for this, which was due to the new format still being developed.

(a) FOR FORMAL APPROVAL BY SENATE

The papers detailing the Awards, Prizes and amendments to Prizes associated with this minute can be found on the Senate section of the KLE. If you require sight of the paper and are not able to access this page, please contact the Governance Office in the first instance.

(i) Academic Awards

Senate **resolved:**

That the awards as set out in the papers, including the amendments to awards submitted to the Governance team 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) be **approved**.

(ii) University Prizes

Award of Prizes

Senate **resolved:**

That the award of prizes, as listed in the paper, be **approved**.

Amended Prizes

Senate **resolved:**

That the amendments to prizes and funds, as listed in the paper, be **approved**.

(b) FOR RECOMMENDATION OF APPROVAL TO COUNCIL

(i) Senior Appointments

Senate received the paper on Senior Appointments and **resolved to recommend:**

That the following be approved by Council:

Appointment of Acting Head of School:

Dr Robert Jackson, School of Chemical and Physical Sciences, effective 1 December 2016 until a substantive appointment is made.

Appointment of Associate Dean for Research:

Professor Clare Holdsworth, Faculty of Natural Sciences, effective from 17/10/2016

Appointment of Interim Associate Dean for Research:

Dr Elisabeth Carter, Faculty of Humanities and Social Sciences, effective from 01/12/2016 until a substantive appointment is made.

Appointment of Associate Dean for Learning & Teaching:

Dr Jonathan Herbert, Faculty of Humanities and Social Sciences, effective from 01/09/2016

(ii) Amendments to Statutes, Ordinances and Regulations

Senate **resolved to recommend to Council:**

That the amendments to the University Charter, Statutes, Ordinances and Regulations, as set out below be approved:

Regulation 8, Section 8, Conduct of Students in Examination and In-Course Assessments

8.2 Personal belongings of students, including but not limited to coats and bags, **smart watches** and mobile phones, shall be left in the place designated for this purpose at the examination venue. **The wearing of watches or any other wrist based electronic device is not permitted.**

Smart or technology enabled watches should be placed with the student's personal belongings, or handed to an invigilator. All other watches must be put in a transparent plastic bag and placed in the top right hand corner of the examination desk.

Regulation 17 – Committees of the Council and Senate

The papers detailing the changes associated with this minute can be found on the Senate section of the KLE. If you require sight of the paper and are not able to access this page, please contact the Governance Office in the first instance.

Business Review Committee- Regulation 17A1

Nominations Committee- Regulation 17A4

Senior Remuneration Committee- Regulation 17A3C

University Research Ethics Committee- Regulation 17B4

(iii) External Examiners

Senate **resolved to recommend to Council:**

That the nominations for examiners for taught and research degrees, set out within the paper, be **approved**.

(iv) Award of Honorary Titles

Senate **resolved to recommend to Council:**

That the award of honorary titles set out within the paper be **approved**.

37. LEARNING AND TEACHING REPORT

Professor Cownie presented the report and highlighted that the programme of School visits was progressing. Regarding the NSS, Senators were asked to note the 'You Said We Did' information and to publicise this to third year students ahead of them needing to submit their responses to the next survey.

(a) Module Evaluation

Ms Ross-Simpson presented the item and highlighted that, although the questions were final, the policy was being presented for consideration and comment. The new approach could be piloted by Schools in Semester Two of 2016/17 for full implementation at the start of the 2017/18 academic year.

Senators expressed concern regarding the questions and noted the debates among researchers on the value of use of open questions. These concerns were noted, however, it was highlighted that the questions were similar in nature to the NSS and had been selected for this reason, to help familiarise students with the format. Professor Cownie agreed to ensure more specific reference was made to this in the guidance.

Further discussion followed on the wording of the questions and possible issues, in particular for students where English is not a first language. It was agreed that further discussion would take place outside the meeting.

(b) External Examining Overview Report

Ms Ross-Simpson presented the item and highlighted the emerging themes around TNE attainment, inconsistent practice in the moderation process and a desire for external examiners to work more closely with students. It was noted that ULTC had established a working party to explore the issues highlighted regarding moderation. Senate's view and experience of external examiners working with students was requested.

KeeleSU noted that ideally, a group of students meeting the examiners should be representative and also noted the logistical challenge this presented.

Feedback from Senators who had been an examiner for other institutions indicated that interaction with students was common, as was the request from examiners to have the opportunity to put a face to paperwork. The Schools of Pharmacy, Health and Rehabilitation, Nursing and Midwifery and Life Sciences all highlighted practice within the School that allows interaction between the examiners and students via attendance at pre-arranged events such as the School conference or as part of the examiners annual visit.

It was also noted that some professional bodies require that the examiners have had the opportunity to meet students.

(c) Examination Board Review

Ms Ross-Simpson presented the item and explained that it was a follow up to the reports presented to Senate in December 2015 and March 2016 following the outcome of the University's Review of Examination Boards.

It was highlighted that some Schools had not fed back on the arrangements they had in place, the QA team would follow this up.

Concern was expressed by some Heads of School that the requirement for the Head of School to Chair a minimum of four examination boards was unreasonable. It was highlighted that the paper presented to Senate in March 2016 stated that:

“Some Schools have very large and complex exam board structures at undergraduate level and that it would be unreasonable to expect the Head of School to chair all the exam boards where this is the case. The review group therefore developed a revised wording more closely aligned with the original proposal for PGT boards, namely that for undergraduate examination boards, the Chair would normally be the Head of School but that this role may be delegated to another senior and experienced member of staff of the School, but not to the Programme Director or the Director of Learning and Teaching.”

It was agreed that there was no need to state a minimum number of boards, however, the Vice-Chancellor stressed that the chairing of the Board should ordinarily be undertaken by the Head of School and that delegation should not be routine. The ‘normally’ provision allowed for Schools with a large number of Boards, where it would be impractical for the Head of School to Chair them all, to delegate some of them.

The remaining items in the Learning and teaching reported were noted.

Dr John White- Deputy Director of Finance and IT attended for this item.

38. **RESTRICTED BUSINESS**

39. RESEARCH UPDATE

Professor Amigoni presented the report and highlighted the new format, grouping all research related items in the same agenda item.

It was reported that the Research Strategy continued to be developed and had been presented to Research Committee in November. Particular work was being undertaken around Strand 5 of the Strategy- Excellence in Research Teams and a Uniac audit was taking place in this area.

As noted in the paper, work to prepare the Knowledge Strategy to develop HEIF up to 2021 had been undertaken. The University had several initiatives relevant to the strategy including the Keele Deal and the Mercia Centre.

It was highlighted that the consultation on the Stern recommendations had been delayed and was not yet open. Updates would be provided as and when further details were received and in the meantime, preparations for REF 2021 were continuing, including ensuring staff were familiar with the procedure to submit publications to the University’s database. Senators were encouraged to think about their rationale ahead of preparation meetings in the new year and it was emphasised that staff buy out was no longer an eligible cost.

Further to the report to Senate in June 2014 proposing the establishment of Research Centres, Senators attention was drawn to the section of the paper detailing the centres already created.

It was also confirmed that work was taking place to establish more interdisciplinary programmes within ILAS and to develop the Grand Challenges Research Fund.

The developments within PGR structures were noted and it was highlighted that the next version of the Postgraduate research experience Survey (PRES) was expected in the new year. It was also

noted that suggested developments to the system of postgraduate loans, building on the provision of masters loans, had been included in the response to the Department for Education consultation.

Finally, Senators were asked to note the recent grant funding highlights summarised in the paper.

Discussion on the REF followed and Senators asked whether it was likely to go ahead given the delay in publication of the consultation. It was reported that the feeling was it would go ahead and that the delay was likely to be as a result of unrelated priorities for government rather than issues with the consultation itself.

Senators also asked about progress with Professional Doctorate funding. It was confirmed that discussion was ongoing, focussed around exit qualifications. The picture was complex, particularly around MPHIL and MRES awards. A draft University response had been shared with Research Directors, sharing of this was encouraged although the deadline for submission of the response was 16 December. Mr Smith expressed the KPA's thanks that this had been shared with them.

40. ANNUAL REPORT OF THE LIBRARY

Mr Reynolds presented his report and highlighted key items as follows.

It was highlighted that the new Library Management System and Library Search function had been successfully implemented on schedule and within budget. Feedback from students had been positive.

It was also reported that the University's journal collection had been expanded to support research led teaching.

It was noted that the library had received good results in both the NSS and the THE Student Experience survey.

The provisions of the CLA License had also been expanded.

As already noted, space pressures were a cause for concern and measures to try to address these were welcomed.

A key area of concern for the library was the financial picture in light of the results of the EU Referendum and the resulting devaluation of Sterling which had led to cost increases of upwards of 30% in some areas. The situation was being closely monitored.

The Vice-Chancellor noted that some measures were already in place to mitigate the impact of this. Mr Reynolds also highlighted that The University pays a lot less than other institutions, however, there was a feeling from those who pay more that costs should be levelled. This could also lead to further increases.

41. RESTRICTED BUSINESS

42. EQUALITY AND DIVERSITY CONSIDERATIONS

It was noted that there were Equality and Diversity implications arising from the Lecture Capture project. An Equality Impact Assessment for the project was discussed; this would be explored further as the project progressed.

43. ANY OTHER BUSINESS

(a) Extension of the Appointment of the Chancellor

The Vice-Chancellor noted that a process was to begin shortly to extend the term of the Chancellor's appointment, more details would be provided to Senate in due course.

SENATE

ATTENDANCE – 7th December 2016

(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)

| | |
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| Professor Mark Ormerod | Deputy Vice-Chancellor and Provost |
| Professor Fiona Cownie | Pro Vice-Chancellor (Education & Student Experience) |
| Professor David Amigoni | Pro Vice-Chancellor (Research & Enterprise) |
| Professor Andy Garner | Dean of the Faculty of Health and Pro Vice-Chancellor |
| Professor Shane O'Neill | Dean of the Faculty of Humanities and Social Sciences and Pro Vice-Chancellor |
| Professor Jonathan Wastling | Dean of the Faculty of Natural Sciences and Pro Vice-Chancellor (Postgraduate Studies) |
| Professor Richard Luther | Dean of Internationalisation |

(c) Academic Registrar and Director of Planning and Academic Administration

Dr Helen Galbraith Director of Planning and Academic Administration

(d) Librarian

Mr Paul Reynolds University Librarian

(e) Heads of Departments and Schools Academic Schools:

School of Computing and Mathematics: Professor Graham Rogerson
A School of Social Science and Public Policy: Professor Steven M. Shardlow
Keele Management School: Professor Kurt Allman
School of Health & Rehabilitation: Professor Anand Pandyan
School of Humanities: Dr Timothy Lustig
School of Law: Professor Alison Brammer
School of Life Sciences: Professor David Hoole
A School of Medicine: Professor Andrew Hassall
A School of Pharmacy: Professor Nigel Ratcliffe
School of Nursing and Midwifery: Ms Pauline Walsh
School of Physical and Geographical Sciences: Professor Stuart Egan
School of Politics, Philosophy, International Relations & Environment: Professor Brian Doherty
School of Psychology: Professor Michael Murray

(f) Academic Departments (Research Institutes):

Faculty Research Office for Natural Sciences: Professor *Vacancy*
Faculty Research Office for Humanities and Social Sciences: Dr Elisabeth Carter
A Institute for Primary Care and Health Sciences: Professor Elaine Hay
Institute for Science and Technology in Medicine: Professor Nick Forsyth

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

Elected by the Faculty of Health

| | |
|------------------------------------|-----------|
| Dr Sue Ashby (Nursing & Midwifery) | 2015-2018 |
| Dr Russell Crawford (Medicine) | 2014-2017 |

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| Dr Sarah Aynsley (Medicine) | 2016-2019 |
| Dr Karen Adams (Medicine) | 2016-2019 |
| Dr Gary Moss (Pharmacy) | 2016-2019 |
| Dr Clare Jinks (Primary Care & Health Sciences) | 2015-2018 |
| Ms Daxa Knowles (Pharmacy) | 2016-2019 |
| Dr Claire Stapleton (Health and Rehabilitation) | 2014-2017 |
| Mrs Kim Sargeant (Nursing & Midwifery) | 2015-2018 |
| Dr Wynne Thomas (Medicine) | 2015-2018 |

Elected by the Faculty of Humanities and Social Sciences

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|---|---|-----------|
| | Dr Elizabeth Poole (MCC) | 2016-2019 |
| | Dr Rebecca Leach (Sociology) | 2015-2018 |
| A | Dr Sorcha Uí Chonnachtaigh (Law) | 2016-2019 |
| | Dr Helen Parr (SPIRE) | 2014-2017 |
| | Dr Teresa Oultram (KMS) | 2016-2019 |
| | Ms Robin Bell (Language Learning Unit) | 2015-2018 |
| | Dr Stephen French (Keele Management School) | 2014-2017 |
| | Dr Ceri Morgan (Humanities) | 2014-2017 |

Elected by the Faculty of Natural Sciences

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|---|--|-----------|
| | Professor Peter Andras (Computer Sciences) | 2015-2018 |
| | Dr Helen Price (Life Sciences) | 2016-2019 |
| A | Professor Peter Haycock (Foundation Year) | 2016-2019 |
| | Dr Claire Fox (Psychology) | 2015-2018 |
| | Dr William Kirk (Life Sciences) | 2014-2017 |
| | Dr Katie Szkornik (Physical & Geographical Sciences) | 2014-2017 |

(h) Student Representatives: Elected Officers

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| | KeeleSU Representatives | |
| | Ms Emily Horsfall (Democracy and Development Officer) | 2016-2017 |
| | Mr Jeff Wiltshire (Education Officer) | 2016-2017 |
| A | Ms Natalie Jordan (Welfare and Internationalisation Officer) | 2016-2017 |
| | Ms Ela Hollies (Activities and Community Officer) | 2016-2017 |
| A | Ms Meghan Harrison (Athletic Union and Sport Officer) | 2016-2017 |
| | President of the Association of Postgraduate Students | |
| A | Mr Robert Meredith | 2016-2017 |

OFFICERS IN ATTENDANCE

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|--------------------------|--|
| Dr Katie Maddock | Health Faculty Director of Learning & Teaching |
| Dr Jon Herbert | HUMSS Faculty Director of Learning & Teaching |
| Mr Ieuan Smith | Vice President, KPA |
| Ms Gemma Lowe | Secretary to Council |
| Ms Dorothea Ross-Simpson | Head of Governance & Quality Assurance, PAA |
| Dr John White | Deputy Director IT |

SECRETARIAT

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|---------------------|---|
| Miss Laura Harrison | Governance Support Officer, Governance, PAA |
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