



MINUTES OF THE MEETING OF SENATE

Held on Wednesday 11th October 2017

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

The Deputy Vice-Chancellor and Provost welcomed Senators to the meeting and noted that he would be taking the Chair as the Vice-Chancellor was unavailable. A particular welcome was extended to new members of Senate who had just attended the Senate induction and to the observers who had expressed an interest in attending Senate as part of the extension of the observer scheme discussed at the last meeting. It was confirmed that the level of interest had been particularly high and all places for this Academic Year had already been taken.

1. DECLARATIONS OF INTEREST

Professor Walsh declared an interest in item 2A concerning her appointment as Dean of Medicine and Health Sciences.

2. MINUTES AND ACTIONS

(a) Minutes

A number of amendments were requested to the minutes of the meeting on 21st June 2017 as set out below (amendments underlined in bold):

(i) Item 75 (b)- Learning and Teaching Report (Employability Framework)

Wording to be amended to reflect that Professor Allman confirmed that KMS would work with KeeleSU to promote the availability and benefits of placement opportunities with students:

The importance of placements was highlighted, as was the need to encourage students to take up this option where possible, **Professor Allman confirmed that Keele Management School would work with KeeleSU on promotional activity.**

(ii) Item 76- Lecture Capture

Terminology to be amended regarding opt-out of lecture capture:

However, it was acknowledged that the revised Protocols (in line with the version of the document available on the KLE), did provide a basis on which they were content to proceed subject to further amendments, to confirm that no justification was required for a staff member deciding to opt-out and that there would be no ~~come back~~ **ramifications from the University** from that decision

(iii) Item 79- Internationalisation Update

Amendment requested to confirm that the scrutiny taking place concerned Psychology cohorts.

It was confirmed that SEGI college **Psychology** cohorts were currently being scrutinised by the Malaysian Quality Agency.

(iv) The minutes of the meeting of Senate Approvals Group held on Thursday 6th July 2017 were agreed as an accurate record.

(v) The minutes of the meeting of Senate Approvals Group held on Tuesday 15th August 2017 were agreed as an accurate record.

(b) Actions List

The actions arising from the previous meeting were complete, with details noted on the actions list.

3. MATTERS ARISING

No further items raised.

4. QUESTIONS FOR THE VICE-CHANCELLOR

It was confirmed that the question for the Vice-Chancellor received from KeeleSU related to the strategic discussion item noted at minute five, so the two items were taken together.

PART 1 – STRATEGIC DISCUSSION ITEMS

5. NATIONAL STUDENT SURVEY OUTCOMES

The Deputy Vice-Chancellor and Provost confirmed that, following three successive years achieving joint first in the NSS results for Question 22, overall student satisfaction, there had always been an expectation that at some stage the University would lose first position. The extent of the shift in this year's results, however, though was disappointing given the previous success.

The need for a balanced view of league table and survey results was noted, in particular that while the University was currently in the top 10% overall in the Good University Guide, it was in the bottom 15% for the 'good degrees' measure. It was also noted that although the final headline is the overall position, some subject areas have performed consistently in terms of positive results and likewise other areas that have been traditionally outside of the top quartile.

The changes in the NSS format were highlighted and there had been speculation as to whether the increased length of the survey had caused general annoyance among students and led them to express increased dissatisfaction. More significantly, the boycott of the survey by some Students Unions had also affected results, although KeeleSU had not participated in the boycott.

Differentials among subjects and Schools and in each survey area were noted, with some areas falling below both the University's overall satisfaction rating of 88% and the sector average of 84%, while many areas significantly exceeded this, even achieving a 100% rating in Physics. It was confirmed that the Pro Vice-Chancellor (Students), the Deputy Vice-Chancellor and Provost and the Executive Deans were working with Schools to address learning points at both School and Programme level.

The second part of the presentation sought to address the question from KeeleSU by outlining the actions being taken to enhance student experience.

The Deputy Vice-Chancellor and Provost outlined the financial context within the sector to demonstrate that, had the institution not grown significantly since the increase in student fees, the size of the staff base would have needed to be considered in response to increased costs. The current position, if student numbers remained the same, meant that the decision of the

government not to increase fees further by inflation would result in £2million less income for the University than forecast. It was emphasised that these figures were being highlighted to demonstrate the difficult market conditions in which the University was operating and trying to deliver a high quality student experience.

Key capital projects demonstrating investment in the student experience were highlighted, including improved external sports facilities, the Barnes accommodation new build, the Life Sciences building extension and renovation and the Lennard-Jones Chemical Sciences laboratory renovation. Other projects highlighted including the refurbishment of student-facing areas within Chancellor's building, and the relocation of non-student-facing professional services into Innovation Centre 2 to enable refurbishment of the Walter Mobberley Building into a high quality teaching building and to relocate Careers and Employability and create more learning space in the Library Building, and the proposed Central Science Laboratories and the Smart Innovation Hub projects, which would both be transformational projects for Keele.

Other advancements away from capital projects were noted including the restructuring of the Pro Vice-Chancellor (Education and Student Experience) to separate the large portfolio and provide a dedicated strategic leader for each area. The recent move of Student Support and Development Services to form part of the new Student and Academic Services directorate under the leadership of the Academic Registrar was also highlighted as bringing crucial student-facing functions together to facilitate closer working relationships and greater coherency. Other key developments included significant investment in Lecture Capture, which was a facility students welcomed and had come to expect, and projects around learner analytics, student safeguarding and the development of the new Institute for Innovation and Enhancement in Teaching and Learning.

In summary, the Deputy Vice-Chancellor and Provost confirmed that decisions in this area were not easy and the costs pressure within the sector required institutions to make difficult decisions on where to prioritise resources.

The Students' Union Education Officer thanked the Deputy Vice-Chancellor and Provost for responding to the question and noted that the response was very interesting. It was noted that there were several points to highlight in response:

- Firstly, in light of the boycott, they considered that the ranking for Keele could potentially have been lower had all institutions been included.
- It was considered that investment in sports facilities had only brought Keele up to the sector average and there was a real risk of falling behind again, particularly in light of the cut in funding for the Sports Activator role. It was also highlighted that the number of staff in roles that support sports activities was below that of other institutions.
- Development of facilities was appreciated by those who benefit directly, however, there was a feeling among students who do not use the new facilities that they are being left behind.
- The development of Student and Academic Services was noted as a significant step forward.
- Finally it was noted that communications from the University to students needed to be much better. Recent serious issues including car parking and the UPP accommodation project had highlighted the issues in this area and improvement was required ahead of the forthcoming projects including the pipeline for the new Central Science Laboratories.

The Deputy Vice-Chancellor and Provost thanked KeeleSU for their input and noted the comments raised. He also noted that the University Executive was appreciative of the good engagement with the elected officer team, the benefits of which had not always been enjoyed in the past.

In terms of the NSS results, it was noted that the institutions missing from the 2016/17 results had not previously scored as highly as Keele did this year. The need to monitor sports facilities

was noted and it was acknowledged that there were difficulties in terms of communication and action needed to be taken. It was clarified that in terms of the accommodation project, the legalities of the situation hampered communication at this stage.

In terms of parking it was highlighted that some students had suggested they might use the NSS as a means to express their dissatisfaction about the parking provision. This was acknowledged and the Deputy Vice-Chancellor and Provost confirmed that while parking problems had been expected due to the loss of the main student car park, effective communication and ensuring adequate provision was critical to the student experience. It was highlighted that there was more parking on campus per student FTE than many other institutions but nevertheless the University was aware of the need to address the matter. Unfortunately, planning regulations around parking were very restrictive, therefore, it was not simply a case of creating more spaces and careful consideration was required to identify a solution.

It was highlighted that whilst capital investment was welcome there was scope to undertake analysis of individual questions to establish both high performing and under-performing areas. Concern was also expressed at the suggested link between staffing costs and availability of resources which was as unreasonable. The possible link between staff morale, satisfaction and wellbeing and improved student experience was noted and it was suggested that consideration should be given to arrangements of work to free up staff time.

The Deputy Vice-Chancellor and Provost clarified that the financial data had been included to provide sector context and to illustrate that the principal means for the University to increase its income was via increasing student numbers. It was confirmed that the Senior Management team were well aware of how hard staff were being expected to work and the impact of increased student numbers on workload. It also highlighted that Heads of School routinely consider what work can be done by administrative staff to free up time for academic staff.

The Dean of Natural Sciences highlighted that within the learning and teaching aspects of the survey there were particular conundrums within his Faculty, for example, within the School of Chemical and Physical Sciences three different programmes received a rating of 100%, 94% and 74% but the latter were co-taught by the same staff and students were exposed to the same facilities. The support of the Students' Union would be welcomed in analysing the reasons for this. The Union Development and Democracy Officer confirmed Student Voice representatives would be best placed to assist with these discussions.

The Students' Union's own achievement in the NSS was highlighted, coming third for academic representation. It was also highlighted that many Universities appeared to be gambling on their ability to grow student numbers and it was noted that not all could be successful. The impact of buildings on campus to the overall impact of an Open Day was emphasised as was the fact that the current Students' Union building stood out as being largely unchanged over many years. The effect of society membership on student satisfaction and retention was highlighted and it was noted that resources to improve both the building and to allocate to society activities would be useful to build on current achievements.

The Deputy Vice-Chancellor and Provost noted these comments including the scope to further improve the Students' Union building. It was emphasised that pressure from competitors was a key consideration driving capital improvements, for example the disparity between the current Keele Management School building and Management and Business Schools at competitor institutions.

The Director of Keele Management School seconded this point and noted that the expectation of students and their families was that buildings would be 'state-of-the-art', as facilities are a significant part of the purchase decision for their £9k investment. To support this requirement,

external funding was being sought for the new building to allow the University to invest in other areas.

Discussion followed on the effect of institutional spread and both central and single issues on the overall NSS results. The benefits of modelling in assisting detailed analysis were highlighted as was the possibility that results could be significantly influenced by very small numbers of dissatisfied students. The difficulties of getting to the bottom of all individual issues were highlighted and the focus was, therefore, for each discipline to explore the areas most pertinent to them.

The KPA Vice-President highlighted some of the limitations of NSS, for example in that data from small campus-based Universities tended to be more positive overall, so Keele perhaps had some advantage in this area.

The Deputy Vice-Chancellor and Provost acknowledged this but also highlighted that the benefits of studying at a research-led, broad-based cosmopolitan campus university were emphasised as part of Keele's educational offer and student experience within the recruitment process, highlighting that students would be taught by active researchers.

PART 2 – REPORTS

Professor Walsh left the room for the first part of this item.

6. VICE-CHANCELLOR'S REPORT TO SENATE

(a) Appointment of the Dean of Medicine and Health Sciences

Senate received the oral report from the Deputy Vice-Chancellor and Provost summarising the findings of the Joint Committee of Senate and Council, convened to consider the appointment of an Executive Dean of the Faculty of Medicine and Health Sciences and Pro Vice-Chancellor.

Senate **resolved:**

That the appointment of Professor Walsh to the above position **be recommended to Council for approval.**

Professor Walsh returned to the meeting.

(b) Student Fees

The Deputy Vice-Chancellor and Provost confirmed that the Government had now confirmed that fees would be frozen at £9,250 for 2018 entry. The developments in the loan repayment threshold were welcomed, however, in reality these largely represented a return to the previous position of a few years ago rather than a step forward. It was reported that UUK were continuing to lobby for the introduction of a maintenance loan for students which would be a more valuable development.

(c) Admissions and Recruitment

It was confirmed that the overall number of applications had fallen, due in part to changes in funding for students studying Nursing and Midwifery, and a significant drop in applications for Medicine following an increase in the entry grades asked for. The huge effort from staff involved in recruitment process had resulted in a 30% higher intake compared to in the three years 2012 to 2014, rising to closer to 40% in uncapped areas, despite the extremely competitive market place.

It was reported that there had been some increases in student numbers since production of the report.

It was also confirmed that a higher number of students had elected to defer entry or withdraw late than had been seen previously and that 15 students had joined the University late, having initially enrolled elsewhere. Overall, student numbers were strong and represented further significant growth in overall student numbers.

The continued challenging environment within the sector was highlighted as was the University's continued push to promote the Keele as an aspirational place to study. On the basis of Open Days, the strategy appeared to have gained some traction with numbers from the first two Open Days up more than 20% on 2016. Numbers for the Open Day scheduled for the coming weekend also appeared to be very good and the evidence confirmed that conversion rates for students who attend Open Days were also good.

It was reported that the new contextual offer and progression agreement schemes appeared to be working well, with higher conversion rates. It was also confirmed that current Level 6 students who performed well in their Level 5 assessments would shortly be receiving an unconditional offer of a place on a postgraduate programme.

A query was raised regarding the figures in table 2 with the numbers shown for pharmacy appearing to be different than expected. It was noted that these were direct entry home undergraduate student numbers and therefore did not include students progressing from Foundation Year, repeating a year, or international students.

It was highlighted that some Schools had an issue with availability of student ambassadors for this particular Open Day and more generally, in that they felt a high number of ambassadors were needed to support local open day activity than Marketing and Communications could make available. Local arrangements had previously been used to counteract the problem, but recent guidance indicated that this may not be acceptable under the UKVI rules and also the need to be careful of CMA implications. Marketing and Communications were aware of the problem but had not been able to arrive at a satisfactory solution. The issue was noted and would be passed to relevant colleagues in Marketing and Communications and also Student and Academic Services for further consideration.

ACTION- Secretary

A query was raised regarding grade inflation, specifically around the point raised in the minutes of the Senate Approvals group minutes regarding looking at students with high 2:2 classifications, noting that the TEF would penalise Universities for obvious grade inflation.

It was confirmed that the Approvals Group discussion was in the context of working with and supporting students who are at the high 2:2 threshold to try to improve their attainment, rather than any suggestion grades be inflated. 'Good degree' outcomes remains a key challenge for the University given that the number of good degrees was some way adrift of the sector, particularly taking into account entry requirements expected. Students who fall marginally short of a 2:1 were an obvious category to focus on in seeking to address this.

A query was raised regarding the 'good degree' metrics used in some league tables. The difficulties of working with this data were noted, given the varying approaches taken and it was felt more guidance would be welcome. Dr Galbraith noted that metric definitions differed by league table, with the Guardian for example using a 'value added' measure which combined degree outcomes with tariff on entry.

It was noted by both the Dean of Humanities and Social Sciences and the Dean of Natural Sciences that there was a need to address the gap between entry tariff and attainment. Colleagues with External Examiner experience were encouraged to share their views and it was noted that the Generic Marking Criteria may also help to address the problem.

7. STUDENT OFFICER REPORTS

(a) Report of KeeleSU

The Union Development and Democracy Officer confirmed that, in addition to the items reported in the paper, KeeleSU had been receiving feedback from students who were extremely dissatisfied with laundrette services, statistics for which had been obtained, and problems with bus services data for which a solution was awaited. It was also highlighted that the Uniac report on learning and study space was eagerly anticipated.

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

The Vice-President noted that the KPA was also looking forward to seeing an independent perspective from the Uniac learning and study space report.

The Student Officers were asked to comment on the reasons behind the huge increase in society membership seen since the start of semester. It was confirmed that this was being looked into but no confirmed data was yet available. It was believed that the Student Services App may have been influential as it had promoted sign up. The Deputy Vice-Chancellor and Provost noted that given society membership had been linked to both improved well-being and attainment, the increase was particularly good news. The positive link with careers and employability was also noted.

8. LEARNING AND TEACHING UPDATES

The Deputy Vice-Chancellor and Provost confirmed that recruitment to the post of Pro Vice-Chancellor (Education) was currently ongoing. It was anticipated that it could be up to six months before the successful candidate was in post. It was also highlighted that Dr Anne Loweth was now in post as Pro Vice-Chancellor (Students), with recruitment underway for the Director of the new Institute for Enhancement and Innovation in Learning and Teaching.

The Deputy Vice-Chancellor and Provost summarised the key items within the report, confirming that lessons identified by HEFCE following the TEF had indicated some changes to the process for the year three institution-level exercise as set out in the paper. Since the paper was compiled, more information had been received indicating that it was likely the name of the exercise would be changed to the Teaching Excellence and Student Outcomes Framework. It was also highlighted that the University had chosen not to participate in the subject-level TEF pilot as the staff resource implications involved were deemed to be too high alongside so many other activities taking place within the University at the current time.

It was highlighted that an annual UEC programme approval meeting had taken place where the executive had had the opportunity to consider the whole of the University's curriculum and to approve new programmes for 2018/19 to progress to the next stages of development.

It was acknowledged that there remained differing opinions among academic staff regarding lecture capture and the move to an opt-out approach. However, it was reported that early indications were the move to opt-out had seen more than a doubling in numbers of lectures being captured.

Senate received the Employability Framework for approval noting that it was largely unchanged from the version presented in June which had been re-circulated due to formatting issues with the paper copy.

Senate **resolved**:

That the Employability Framework be **approved**.

Discussion on the possible changes to the TEF took place, in particular around the implications of the adjustment in NSS weighting. It was confirmed that the metrics for the year three assessment were expected to be released imminently and should provide some insight into the effect of the changes.

Some Senators welcomed the decision not to participate in the subject level TEF, in particular the recognition of activities already ongoing impacting on staff time. It was noted that anecdotal feedback from sector colleagues was that many institutions were in a similar situation.

In relation to the exceptional circumstances report, concern was expressed regarding the reference to 'spurious' claims and what this referred to. The Deputy Vice-Chancellor and Provost confirmed that there were many factors to consider when assessing the number of claims received, in particular, the huge volume of claims received by the University considering the size of the student body. It was suggested that the term had been applied to reference issues within the process rather than the validity of claims submitted.

9. RESEARCH COMMITTEE ANNUAL REPORT

Professor Amigoni presented the annual report confirming key themes including the ten priorities arising from discussions within the Strategic Conversation and the Research and Innovation Support Enhancement (RaISE) initiative.

Thanks were noted to colleagues for their input to the REF preparedness activity, including the audit of outputs and impact case studies. It was confirmed that the next meeting of Research Committee would consider these in more detail and an update to Senate would follow.

It was confirmed that more detail on REF 2021 was expected in early December, including information on eligibility. It was noted that the picture was still quite complex as HEFCE sought to implement the Stern recommendations.

Other key activities were highlighted including Impact Acceleration Fund opportunities and continued implementation of the RaISE initiative. It was noted that the Research Management System implementation had been completed and the task and finish group had met for the final time. Work had also been undertaken to address feedback on the Ethical Review Process to improve efficiency within the system and ensure robust oversight arrangements.

Finally, it was noted that the results of the HEA Postgraduate Research Student Experience survey (PRES) had been received, and early indications were that the University had performed well. Analysis was now being undertaken at School, Faculty and RI level.

Discussion followed on the results of the REF gender audit and how these had been communicated. It was also noted that discussion had taken place as to the impact of the gender of the assessor as well as the assessee, but no feedback had been received. It was confirmed that work in this area was ongoing and feedback would be provided at the appropriate point.

Discussion also took place on the Ethical Review process and whether any consideration was being given to allow a researcher to satisfy the requirements for a low risk project without the need for a full assessment to be undertaken. The request was acknowledged and it was agreed that more consideration could be given in this area, although it was noted that it would need to be a discipline specific process considered by each Faculty individually.

Further discussion followed on the level of work required for the panel and the delays in processes caused by academic structures. Professor Amigoni confirmed that the intention was for issues such as these to be owned at Faculty level to address local considerations. The need for both an institutional and lay view was highlighted. It was confirmed that the Chair of the new oversight committee was a lay member of Council and the Committee's brief was to ensure awareness of both management and diversity issues.

Discussion followed on the balance between the teaching and research agenda, particularly in the context of the NSS as already discussed. The significant challenge for the University to balance the need to address NSS feedback and ensure student satisfaction, whilst also advancing the research agenda in line with the University's aspirations was acknowledged.

The Deputy Vice-Chancellor and Provost highlighted that there were examples of institutions who perform strongly in both areas such as Loughborough, Lancaster, Bath and St. Andrews, and that the two areas need not be mutually exclusive. Key developments in this area included the move to 30 credit modules to improve efficiency, as well as for pedagogic reasons.

Concern was expressed that the number of new projects and the change management associated with these was getting in the way of progress in this area rather than the teaching and research conflict itself. This was recognised but it was highlighted that implementation of projects to deliver efficiency and genuine freeing up of academic and professional services staff time would naturally take some time and resource to achieve. It was queried whether the intended efficiencies could actually be realised, it was confirmed that indications were that they would be.

The success of the Public Engagement in Research bid was highlighted and thanks were noted to Professor Amigoni and Ann Pittard in RIE for their work on this.

10. INTERNATIONALISATION UPDATE

Professor Luther presented the report and highlighted that improvement of recruitment rates for International PGT students was a priority area for the University. In support of this, the new Associate Director for International Development was now in post. International Partnerships were seen as a key way to advance recruitment and in support of this, work was progressing to establish a partnership with Beijing Foreign Studies University (BFSU) University in China. Contracts for the partnership were formalised on 25th September 2017 and thanks were noted to all involved, in particular colleagues in SPIRE and Quality Assurance who had worked hard to turn the required information around. It was hoped that a formal signing ceremony would take place. The importance of the partnership was emphasised, particularly as BFSU graduates often go on to work for the Chinese diplomatic service.

It was highlighted that other partnerships were being explored in both China and Saudi Arabia and a Memorandum of Understanding with Guangzhou University in China had been signed over the summer at a ceremony in London, attended by politicians from China and the UK. Following the ceremony delegates from Guangzhou University visited the Keele Campus. Professor Nick Forsyth was due to travel to the Guangzhou University later in October and possible opportunities to expand the partnership were being explored.

It was highlighted that the University was looking to work with Pearson Education to deliver online distance learning opportunities. Pearson were looking to work with a limited number of UK partners and Keele was hoping to be among them. The project was being overseen by an executive group chaired by the Vice-Chancellor.

Finally activities to address the attainment gap for International Students were highlighted, including working with the LPDC to develop mechanisms to support staff who teach international students to find ways of improving attainment.

Discussion followed on whether the change in the University's league table position could have a negative effect on partnership development. The Deputy Vice-Chancellor and Provost highlighted that research quality, reputation and profile were key in ensuring the University maintained a reputation that was attractive to potential partners.

It was noted that other institutions have a more flexible approach to partnership arrangements, for example in relation to PhDs which could be seen as more favourable. It was highlighted that work was currently being undertaken to explore PhD based partnerships offering global, collaboratively researched projects as another way to build the University's international profile.

In terms of the attainment gap, it was noted that this was a sector wide issue. Professor Luther confirmed that the sector-wide issue of engagement, particularly from Chinese students, was acknowledged and that the University was working with the Chinese Society to explore some of the reasons behind this and to look to address them.

Ms Adams and Mr Munton attended for this item.

11. EQUALITY AND DIVERSITY ANNUAL REPORT

Senate received the report and noted that the related data reports were available on the University website. It was confirmed that the activity report reflected progress across the Equality and Diversity field and not just in terms of compliance. It was noted that the pace and quality of the developments had ensured good coverage and placed the University well for its institutional Athena SWAN submission at the end of November, although the need to keep moving forward was highlighted.

It was noted that there was considerable good work taking place within the Equality and Diversity agenda. However, it was felt there was more support available for staff than students and some more equity in this area was required. Concern was also expressed that the Equality and Diversity boxes had been removed from the Senate cover sheet, leading to a concern that the Committee could not fully meet its monitoring obligations, particularly given the absence of a University level Equality and Diversity Committee.

It was clarified that the tick boxes had been removed as they were not working well in providing the Committee with the required information to discuss. Instead, the standing item had been added to the agenda to allow detailed scrutiny of equality and diversity considerations within items raised on the agenda. It was also highlighted that a new University-level Equality and Diversity Committee had been established as a sub-committee of University Executive Committee with lay member representation from Council. This was in recognition that although all Committees were responsible for scrutinising equality and diversity matters, central oversight at University level was still required to underpin these activities.

It was also highlighted that identified issues with the Equality Impact Assessment process were being addressed and a consultation process was being undertaken to develop a new process.

The number and variety of equality and diversity related events was noted and applauded, however, it was queried as to how staff who do not voluntarily engage with these activities could be reached. It was confirmed that new approaches to training were being explored, including online materials and induction activities.

Discussion followed on the apprenticeship programme and the number of participants who progress to a permanent role with the University upon completion was queried. It was confirmed that the intention was that participants would progress to a role either at the university or

elsewhere at the end of their programme, although the exact figures were not available it was believed that the employment rates were good.

[Secretary's Note- Following the meeting it was confirmed that since 2014 there had been 30 apprentices at the University. Of these, 11 had successfully secured further employment at the University, 6 had completed their apprenticeship and secured employment elsewhere and 10 were still in progress. 3 apprentices left before completing the qualification]

Ms Adams and Mr Munton left the meeting.

12. UNIVERSITY STUDENT LIAISON COMMITTEE ANNUAL REPORT

Dr Galbraith presented the report and highlighted that following its establishment in 2015/16, the Committee had initially struggled to find its way, particularly in bringing together the interests of both taught students and research students. Changes to the format of the meeting introduced in the Spring of 2017 had improved the opportunity for discussion and resolution of more current issues.

The KeeleSU Education Officer seconded the view that the changes had improved the discussion at the meeting and presented a valuable opportunity to raise key issues from the student body.

13. COUNCIL ANNUAL REPORT

Dr Galbraith presented the report and confirmed that it was the second year an annual report had been provided as a mechanism to improve communication between the two governing bodies. Professor Forsyth was invited to comment upon the report as a Senate Member of Council.

Professor Forsyth confirmed that he had not had any experience of Council prior to being elected and he had learned a lot during the first year of being a representative. Although initially, the widespread documentation and lengthy briefing process was surprising, Professor Forsyth confirmed that a recent discussion, where a proposal was referred back to the University for further scrutiny prior to an approval decision being made highlighted the key role Council undertakes in the governance process.

Dr Galbraith confirmed that the Council Effectiveness Review was currently being undertaken, following which a similar process would be undertaken for Senate. Further information would be brought to the December meeting.

14. SECRETARY'S REPORT

Dr Galbraith presented the report which included various items for approval as detailed below.

(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

New Prizes

Senate **resolved**:

That the establishment of prizes and funds, as listed in the paper, be **approved**.

Award of Prizes

Senate **resolved**:

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

(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) Directorate Name Changes

Senate noted the changes to Ordinances and Regulations already approved under Chair's Action

Senate **resolved**:

That the subsequent additional amendments to Ordinances and Regulations to reflect Directorate name changes be approved.

Senate also **resolved**:

That required amendments to relevant policies, procedures and codes of practice to reflect Directorate name changes be approved.

(b) FOR RECOMMENDATION OF APPROVAL TO COUNCIL

(i) Amendments to Statutes, Ordinances and Regulations

Senate **resolved to recommend to Council**:

That the amendments to the University Statutes, Ordinances and Regulations, as set out in the paper be **approved**:

(ii) Senior Appointments

Senate **resolved to recommend to Council**:

That the Senior Appointments as set out in the paper be **approved**.

(iii) Award of Honorary Titles

Senate **resolved to recommend to Council**:

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

Senate noted the remaining items detailed in the paper for report.

15. REPORT OF HONORARY DEGREES COMMITTEE – **STRICTLY CONFIDENTIAL TO MEMBERS OF SENATE**

Senate received the tabled paper from the Deputy Vice-Chancellor and Provost outlining the recommendations of Honorary Degrees Committee for 2017/18 awards. The need for complete confidentiality was emphasised due to the fact that nominees would not be contacted until the recommendations had been approved by Council at the end of November, therefore, nominations were not yet final. Senate were invited to discuss the nominations and recommend approval to Council.

Senate **resolved to recommend to Council:**

That the award of Honorary Degrees set out within the paper be **approved**.

16. EQUALITY AND DIVERSITY CONSIDERATIONS

No further items raised.

17. ANY OTHER BUSINESS

No further items raised.

**SENATE
ATTENDANCE – 11th October 2017**

(a) The Vice-Chancellor

A 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 (Chair)
A	Dr Anne Loweth	Pro Vice-Chancellor (Students)
	Professor David Amigoni	Pro Vice-Chancellor (Research & Enterprise)
	Professor Pauline Walsh	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 Student and Academic Services

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

(d) Librarian

Mr Paul Reynolds University Librarian

(e) Heads of Departments and Schools Academic Schools:

School of Computing and Mathematics: Professor Peter Andras
School of Social Science and Public Policy: Dr Rebecca Leach
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
School of Medicine: Professor Andrew Hassall
A School of Pharmacy: Professor Nigel Ratcliffe
School of Nursing and Midwifery: Professor Sue Read
School of Physical and Geographical Sciences: Professor Christopher Fogwill
School of Chemical and Physical Sciences: Professor Rob Jackson
School of Politics, Philosophy, International Relations & Environment: Professor Brian Doherty
School of Psychology: Dr Jim Grange

(f) Academic Departments (Research Institutes):

Faculty Research Office for Natural Sciences: Professor Clare Holdsworth
Faculty Research Office for Humanities and Social Sciences: Dr Elisabeth Carter
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

A	Dr Sue Ashby (Nursing & Midwifery)	2015-2018
	Dr Clare Jinks (Primary Care & Health Sciences)	2015-2018
A	Mrs Kim Sargeant (Nursing & Midwifery)	2015-2018

	Dr Wynne Thomas (Medicine)	2015-2018
A	Dr Gary Moss (Pharmacy)	2016-2019
	Dr Karen Adams (Medicine)	2016-2019
A	Dr Sarah Aynsley (Medicine)	2016-2019
	Dr Claire Stapleton (Health and Rehabilitation)	2016-2019
	Dr Frank Rutten (Pharmacy)	2017-2020
	Dr Gordon Dent (Medicine)	2017-2020

Elected by the Faculty of Humanities and Social Sciences

A	Ms Robin Bell (Language Learning Unit)	2015-2018
	Dr Elizabeth Poole (MCC)	2016-2019
	Dr Sorcha Uí Chonnachtaigh (Law)	2016-2019
	Dr Teresa Oultram (KMS)	2016-2019
	Dr James Peacock (Humanities)	2017-2020
A	Dr Mariangela Palladino (Humanities)	2017-2020
	Dr Philip Morgan (Humanities)	2017-2020
	Vacancy	2017-2020

Elected by the Faculty of Natural Sciences

	Dr Claire Fox (Psychology)	2015-2018
	Dr Helen Price (Life Sciences)	2016-2019
A	Professor Peter Haycock (Foundation Year)	2016-2019
	Dr William Kirk (Life Sciences)	2017-2020
	Dr Chris Stiff (Psychology)	2017-2020
	Vacancy	2017-2020

(h) Student Representatives: Elected Officers

KeeleSU Representatives

Mr Tom Snape (Development and Democracy Officer)	2017-2018
Mr Jeff Wiltshire (Education Officer)	2017-2018
Ms Aysha Panter (Welfare and Internationalisation Officer)	2017-2018
Mr Sam Gibbons (Activities and Community Officer)	2017-2018
Ms Meghan Harrison (Athletic Union and Sport Officer)	2017-2018

President of the Association of Postgraduate Students

Mr Ieuean Smith	2017-2018
-----------------	-----------

OFFICERS IN ATTENDANCE

Mr Kelvin Johnstone	HUMSS Faculty Director of Learning and Teaching
Dr Katie Maddock	MHS Faculty Director of Learning and Teaching
Dr Katie Szkornik	NS Faculty Director of Learning and Teaching
Mr George Blake	Vice President, KPA
Ms Dorothea Ross-Simpson	Head of Governance & Quality Assurance, SAS
Ms Rachel Adams	Interim Director of Human Resources
Mr Ian Munton	Associate Director of Student Services
Ms Lisa McWilliams	Head of Careers and Employability
Dr Clark Crawford	Head of Research and Clinical Governance

SECRETARIAT

Miss Laura Harrison

Governance Support Officer, Governance, SAS