

MINUTES OF THE MEETING OF SENATE

Held on Wednesday 13th March 2019

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

The Vice-Chancellor welcomed Senators to the meeting, he also welcomed the observers, Mr Andrew Harris, Member of Council; Katie Laverty, Director of Student Services; Terry Dray Associate Director of KIITE; Tracy Nevatte from Research, Innovation and Engagement; Alix Cage from Geography, Geology and Environment, and Christina Magkoufopoulou from Life Sciences.

36. DECLARATIONS OF INTEREST

There were no declarations of interest.

37. MINUTES AND ACTIONS

- a) Minutes
The minutes of the meeting held on 5th December 2019 were approved as an accurate record.
- b) Actions List
Members noted the updates provided on the actions list.

38. MATTERS ARISING

There were no additional matters arising.

PART 1 – STRATEGIC DISCUSSION ITEMS

39. UNIVERSITY STRATEGY – OUR FUTURE

Following his address on 27th February 2019, the Vice-Chancellor delivered a short presentation on each of the “5 P’s” within the new University Strategy (Purpose, People, Place, Partnerships and Performance). Senators were reminded that the white paper consultation was still open, for the next ten days or so and feedback was welcome.

The Vice-Chancellor confirmed that all of the questions received for this meeting had a strong ‘people’ theme and so these were answered as part of the presentation on this section of the strategy.

Questions for the Vice-Chancellor

Five questions were received for consideration under this item, as follows:

1. Personal Tutors are at the heart of our success in teaching, learning and student support at Keele. There is a huge amount of pressure and work on tutors to effectively support and signpost the

students that they are in contact with. Do you have any plans by which to implement compulsory Mental Health training and support service (both university, SU and external e.g. NHS) training to support tutors in fulfilling this invaluable role throughout a student's university period? **Author: Ele Fisher, KeeleSU**

2. Counselling currently has 48 people on its waiting list. At the worst point in the year, a student can be waiting 67 days. Once students actually get to see someone from counselling, this year 70% were referred to an external service, meaning they have to wait even longer and go somewhere else for their mental health support. While it's true that counselling resource alone isn't going to address every aspect of mental health at Keele – do you have any plans to provide additional resource to our on campus counselling? **Author: Ele Fisher, KeeleSU**
3. What is the University's policy on cover for maternity leave and long-term sickness leave? **Author: Jacco van Loon, Natural Sciences**
4. Given its recently inaugurated Institute for Social Inclusion, is the University now going to ensure that anyone working for the University (including casual work) is paid at least the Living Wage? **Author: Jacco van Loon, Natural Sciences**
5. What is the University strategy to address staff mental health and support of staff dealing with student mental health? **Author: Jacco van Loon, Natural Sciences**

In response to questions 1, 2 and 5 the Vice-Chancellor noted the diversity of issues falling under the category of mental health and acknowledged the complexity involved in providing support for these among students and staff.

In terms of student mental health, it was acknowledged that staff across the University had a role in providing support and that it was not just about the counselling service, although this was a key area in the process. Key questions were highlighted around whether the design of the curriculum and assessment structures could help students and also whether there were particular pinch points during the year for students and staff where improvements could be made.

It was highlighted that a number of initiatives were in progress to raise awareness and improve support provision including the recent mental health day event and the development of the Health and Wellbeing Strategy which were aimed to benefit both students and staff.

In terms of specific developments the following areas were highlighted:

- Improvements in out of hours provision;
- The recent Office for Students bid with a partnerships focus;
- Student engagement monitoring, to help pick up those who may need more support earlier;
- Big White Wall and other support initiatives including provision with recently qualified counsellors and students on placement.

In response questions 3 and 4, the Vice-Chancellor highlighted the following:

- Maternity Cover - Guidance on cover arrangements had been developed in 2017.
- Cover for sick leave- this was more difficult to plan for, however, the Post Approval Scrutiny Group looked favourably on requests of this nature.

- Living Wage- In terms of statistics, Keele sat between the compulsory and higher level, due largely to the fact that unlike many other institutions, Keele still employs its operational staff (just above 9%). Unfortunately, it was not possible to make a change all at once, although this was very much kept in mind during pay negotiations at a local level and nationally with a view to trying to move closer to the upper amount.

The answers were noted. In light of the living wage point, discussion followed on bonus payments. It was confirmed that the majority of bonus payments listed in the annual accounts were paid by the NHS to clinical staff on NHS contracts. When these were removed the remainder of the figures mostly reflected ex-gratia payments.

Following the discussion on the questions, the Vice-Chancellor continued his presentation on the remaining elements of the new strategy following which, Senate discussed specific differences between the new strategy and the previous version. Similarities were acknowledged and it was noted that priorities around PGT and International numbers remained the same, but the ideas around the Place section and becoming an anchor institution were examples of a new or changed focus.

Discussion also focussed on whether the strategy was achievable, given that the University was looking to reduce its staff numbers. This point was noted and it was emphasised that Keele was not alone in the sector in terms of needing to make efficiencies in working practice to realise ambitions and reduce costs. It was highlighted that the timing of the strategy, alongside the financial sustainability plan was to focus attention on the key functions of the University.

PART 2 – REPORTS

40. VICE-CHANCELLOR’S REPORT TO SENATE – RESTRICTED BUSINESS

41. STUDENT OFFICER REPORTS

i) Report of KeeleSU

Mr Tom Snape presented his report and confirmed that following a recruitment process Sarah Ellis had been appointed as the new Chief Executive Officer at KeeleSU and was due to start in May. Sarah’s current role was as CEO of Wrexham Glyndŵr SU.

It was also confirmed that following the recent elections, Amy Holden would be returning to Senate next year as Union Development and Democracy Officer. The remainder of the elected officer team would reach the end of their terms of office at the end of the year.

The issues raised by students in the Union General meeting, as set out in the report, were highlighted and the success of the VC/PVC question time event was also noted. Thanks were expressed to the VC and PVC Students for taking part.

The Vice-Chancellor congratulated Amy Holden on her election success and noted the value of the question time event in providing a flavour of student issues. The relevance of the questions raised was also noted.

In terms of the issue of study space, it was highlighted that the Central Science Laboratory building would have study space and facilities open to all members of the University. Tours could be arranged on request.

ii) Report of the Keele Postgraduate Association (KPA)

Mr George Blake presented his report, which was taken as read. It was highlighted that since the production of the report the student response to the opening of the Voluntary Severance scheme had dominated the KPA's work.

42. PROPOSALS FROM THE ACADEMIC STAFFING STRATEGY GROUP

Mrs Rachel Adams, Director of Human Resources was welcomed to the meeting for this and the following item.

Professor O'Neill presented the paper and confirmed that the proposals set out had been refined and developed in light of the discussion at the October Senate meeting and the feedback received from the consultation. The value of the consultation meetings was noted in helping to shape the proposals presented.

It was confirmed that the next steps included town hall meetings to explore the translation process further.

A question was raised as to how Head of School Support for translation applications would be managed. It was confirmed that very few refusals were anticipated and the Head of School would need to discuss these with the Dean. The University Panel would also have oversight of the whole process to consider the rationale provided for decisions, feedback would be provided and there was also an appeal stage on the basis of procedural irregularity, consistent with the promotions process.

Discussion followed on whether the expectations were achievable alongside teaching workloads. It was confirmed that the proposals had been written to be realistic and the summary on the first page of each document set out clearly that staff were not expected to meet all the expectations all of the time. The emphasis was on Schools to deliver all the expectations and the role expectations would support the collaborative achievement of this. The proposals were not seen to constitute extra work but were to formalise work already taking place.

Clarification on the translation process was requested, in particular for those staff on leave and those who did not wish to translate. It was confirmed that staff who were on leave would be able to apply when they returned and would not be disadvantaged. Professor O'Neill confirmed that the position of remaining teaching fellows would be discussed as part of the town hall meetings, with a review after the translation process when numbers were known. The applicant led nature of the process was emphasised and though a high translation rate was expected, it was noted that there may be some areas where teaching fellows would remain. More guidance would be provided on this in due course.

Clarification was also requested on whether the expectations would be used punitively. Professor O'Neill confirmed that, as set out in the paper, the expectations were believed to be achievable and separate procedures to address poor performance were already in place. The expectations were not intended to be punitive but were there as a background framework for Schools.

The issue of how Schools could measure performance if priorities changed, and staff had to focus on teaching rather than research, was raised with concern expressed that this could affect curriculum development. It was confirmed that Schools were able to manage the translation process and a variation in the balance between scholarship and research within schools had been anticipated. This was not expected to become a barrier to career development.

It was observed that elements of the expectations appeared to be more vague than those set out previously, particularly in terms of the different expectations for staff at different levels. Working examples were requested to demonstrate how the expectations would be applied. It was confirmed that

progression through the grades came with increased expectations and a set of exemplars had been developed for the Education and Scholarship route.

The timeliness of the proposals in terms of encouraging innovative teaching techniques was welcomed.

It was queried whether the promotions process should have been reviewed at the same time. The role expectations were confirmed as being the starting point to underpin the promotions process which would be reviewed next.

It was noted that counter proposals to create amended job descriptions to reflect scholarship, research or both had not been referred to in the paper. Professor O'Neill confirmed that these had been referred to in the Frequently Asked Questions and that it was anticipated there was enough flexibility within the existing proposals to reflect career development.

A vote was requested in order to make the final decision on the proposals. Following deliberation, it was agreed one motion would be voted on.

Senators were invited to vote in favour or against the approval of the proposals set out in the paper from the Academic Staffing Strategy Group.

There were 28 votes in favour, 5 votes against and 9 abstentions.

Senate resolved:

To recommend to Council the proposals from the Academic Staffing Strategy Group for **approval**.

43. ESTABLISHMENT OF THE SCHOOL OF SOCIAL, POLITICAL AND GLOBAL STUDIES

Professor O'Neill presented the paper and confirming that the new School would be created by merging the current School of Social Science and Public Policy and the School of Politics, International Relations and Philosophy. It was noted that Social Work was already due to move to the Faculty of Medicine and Health Sciences following a separate review carried out in the summer of 2018. The new structure presented a clear focus for the Faculty with four schools representing the key disciplines. The merger of two small Schools also presented economies of scale in terms of support structures.

Professor O'Neill confirmed that, as set out in the paper, extensive consultation had been undertaken with staff in the schools. It was reported that almost all staff had been supportive of the proposals and had been given the opportunity to meet with either the Dean or Faculty Business Manager depending on their role. Implementation work was now underway, including an Equality Impact Assessment.

Consultation with students was queried. It was confirmed that student voice representatives had been consulted and review work was ongoing to identify the student voice structure for the new school. In terms of Social Work, all students on relevant programmes had been written to and positive feedback had been received.

Implementation of the proposals was discussed in terms of who would be involved in discussions and whether the plans would leave more for staff to do beyond teaching. It was confirmed that the implementation group would include relevant staff at relevant points. Considerations in terms of the scale of work involved in creating a bigger School were noted though it was anticipated it would be easier to manage these within the new structure.

Senate resolved:

To recommend to Council the proposals to create the School of Social, Political and Global Studies for approval.

Rachel Adams left the meeting.

44. RESEARCH REPORT

i) Research, Innovation and Engagement Report

Professor Amigoni presented the report, noting that the items included had been discussed at Research Committee and its sub-committees. The report was largely taken as read, however, the research funding grants received and in progress were highlighted. It was also noted that the Concordat for Research Integrity was currently being consulted on and members were encouraged to participate. Other highlights since the last meeting included the development of the Research Leadership Development Programme, continued support for the industrial strategy including seed corn funding and the launch of the Keele Deal Culture in January 2019. Finally it was noted that the ministerial report on the UPP Civic Universities agenda had mentioned Keele.

Discussion followed on the development of the Doctoral Academy. It was confirmed that the Academy was not a graduate school but was aimed to provide strategic oversight for PGR programmes to ensure current gaps could be addressed and to support partnership development. An operational group were working on implementation and it was hoped it would be in place by September 2019. The KPA welcomed this development as a key improvement for PGR students. As part of the discussion it was highlighted that some Heads of School appeared to be unaware of the developments in this area. Professor Amigoni noted this and would ensure it was addressed.

Discussion also took place around the role of Raise and associated resourcing. Professor Amigoni highlighted the need to focus on efficiency to ensure resources were managed well.

ii) Draft REF Code of Practice

Professor Amigoni presented the Code of Practice highlighting that the document had been updated since it was presented to Senate in December. Changes were summarised on the cover sheet and incorporated the final guidelines that were published on 31 January 2019. The next steps were to finalise the submission which was required by 7 June 2019, although it was hoped it could be submitted before the deadline.

Discussion followed which highlighted differentials within Schools on Workload Allocation Models. Professor Amigoni confirmed that this issue had been identified as part of Ready for REF and was being taken forward with Heads of School as consistency was needed for the REF process.

There was also a query around whether there was an imminent deadline for authors to review their own papers. Professor Amigoni noted that clarification on this wording was required.

The Vice-Chancellor encouraged members to submit any further comments to Professor Amigoni outside of the meeting.

[Secretary's Note- Following the meeting members were advised by email that the deadline for submission of comments was Friday 22 March 2019].

45. EDUCATION REPORT

Professor Helen O’Sullivan presented the report, highlighting the work being undertaken around elective pathways to enshrine in the offer what is different about Keele.

Discussion followed on the potential conflicts between elective pathways and professional accreditation. This was noted and it was accepted that the accrediting body requirements would have to take precedence but that outside of this the decision sat with students as to which route they pursued.

The following areas were presented to Senate for decision:

i) Programme Withdrawal

The paper confirmed that the Quality and Academic Standards Sub-Committee had recommended withdrawal of:

- Finance Combined Honours programmes with effect from the 2019/20 academic year.
- Geography Combined Honours programmes with effect from the 2020/21 academic year.

Senate resolved:

That the programmes listed in the report should **be withdrawn**.

ii) Regulation C3 Undergraduate Degrees

Senate received the new Regulation C3 Undergraduate Degrees noting that it had been developed by the Regulation review group to replace the previous Regulation 1A. Further new regulations arising from the project were due to be presented to Senate in June 2019.

Senate resolved:

That the new Regulation C3 Undergraduate Degrees **be approved**.

iii) Captured Content Policy

Senate received the Captured Content Policy for approval. Professor O’Sullivan noted the value of contributions made to the consultation process which had identified the need for clearer definitions to avoid misunderstanding of the policy. In particular, it had been clarified that the policy did not just relate to recording lectures (Playback) but could refer to other innovations and pedagogical approaches which had now been covered in the policy.

It was confirmed that lecturers could still opt-out of participation with reasoning provided in good faith. It was noted that there was potential for confusion among students where differentials in available content arose across modules, therefore, clear communication was required and there was also a coordination role for the Director of Education to work with KIITE to support and guide usage.

Senate noted the need to look at issues around opt-out and timetabling and also issues for specialist programmes.

The impact of Playback on attendance was discussed and Professor O’Sullivan confirmed that there was varied impact reported across the sector. The benefits of watching a captured lecture against not attending at all were highlighted alongside the changing attitudes of students who may prioritise contact time differently in the future.

Senate resolved:

That the Content Capture Policy **be approved**.

46. SECRETARY'S REPORT

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

FOR FORMAL APPROVAL BY SENATE

The papers detailing the Awards and 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

Senate **resolved:**

That the new prizes included with the paper be **approved**.

(iii) External Examiners

Senate **resolved:**

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

(iv) Conferment of Honorary Titles

Senate **resolved:**

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

(v) Senate Membership

Senate noted the proposal to make the Director of the Keele Institute for Innovation and Teaching Excellence an ex-officio member of Senate.

Senate **resolved:**

That the proposal be **approved** with immediate effect.

FOR RECOMMENDATION OF APPROVAL TO COUNCIL

(i) Regulation Changes

Regulation C3 Undergraduate degrees was presented within the Education report for approval. See minute 44 (ii).

Senate noted the remaining items detailed in the paper for report including work being undertaken to overhaul the Senate elections process in accordance with the findings of the Senate Effectiveness Review and the confirmed names of the new Schools within the Faculty of Medicine and Health Sciences as discussed at the December meeting.

47. EQUALITY AND DIVERSITY CONSIDERATIONS

No further items raised.

48. ANY OTHER BUSINESS

No further items raised.

SENATE

ATTENDANCE – 13th March 2018

- (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
Dr Anne Loweth Pro Vice-Chancellor (Students)
Professor David Amigoni Pro Vice-Chancellor (Research & Enterprise)
A 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)
- (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 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
School of Pharmacy: Dr Katie Maddock
A School of Nursing and Midwifery: Dr Pat Owen
School of Physical and Geographical Sciences: Professor Christopher Fogwill
School of Chemical and Physical Sciences: Professor Mike Watkinson
School of Politics, Philosophy, International Relations & Environment: Professor Robert Ladrech
School of Psychology: Dr Jim Grange
- (f) **Academic Departments (Research Institutes):**
A Faculty Research Office for Natural Sciences: Professor Clifford Stott
Institute for Social Inclusion: Professor Derek McGhee
A Institute for Applied Clinical Science: Professor Simon Davies
A Institute for Primary Care and Health Sciences: Professor Christian Mallen
Institute for Science and Technology in Medicine: Professor Nick Forsyth
- Associate Deans for Learning and Teaching**
A Faculty of Medicine and Health Sciences – Dr Julie Green (interim)
Faculty of Humanities and Social Sciences – *Vacancy*
Faculty of Natural Sciences – Dr Katie Szkornik

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

<i>Elected by the Faculty of Health</i>		
A	Dr Gary Moss (Pharmacy)	2016-2019
	Dr Karen Adams (Medicine)	2016-2019
	Dr Sarah Aynsley (Medicine)	2016-2019
A	Dr Claire Stapleton (Health and Rehabilitation)	2016-2019
	Dr Gordon Dent (Medicine)	2017-2020
	Dr Clare Jinks (IPCHS)	2018-2021
	Mrs Yvonne Flood (Nursing)	2018-2021
	Dr Lisa Dikomitis (Medicine)	2018-2021
	Dr Audrey Skidmore (Medicine)	2018-2021
A	Dr Clare Hoskins (Pharmacy)	2018-2021

<i>Elected by the Faculty of Humanities and Social Sciences</i>		
	Dr Elizabeth Poole (MCC)	2016-2019
A	Dr Sorcha Uí Chonnachtaigh (Law)	2016-2019
A	Dr Teresa Oultram (KMS)	2016-2019
A	Dr James Peacock (Humanities)	2017-2020
	Dr Mariangela Palladino (Humanities)	2017-2020
	<i>Vacancy</i>	2017-2020
	Dr Sophie Allen (SPIRE)	2017-2020
	Dr Shalini Sharma (Humanities)	2018-2021

<i>Elected by the Faculty of Natural Sciences</i>		
	Dr Helen Price (Life Sciences)	2016-2019
	Dr William Kirk (Life Sciences)	2017-2020
	Dr Chris Stiff (Psychology)	2017-2020
	Dr Zoe Robinson (GGE)	2017-2020
	Dr Jacco van Loon (CPS)	2017-2020
	Dr Martyn Parker (Computing and Mathematics)	2018-2021

(h) Student Representatives: Elected Officers

Mr Tom Snape (Development and Democracy Officer)	2018-2019
Mr Elliot Lancaster (Education Officer)	2018-2019
Ms Ele Fisher (Welfare and Internationalisation Officer)	2018-2019
Mr Sam Gibbons (Activities and Community Officer)	2018-2019
Ms Amy Holden (Athletic Union and Sport Officer)	2018-2019

<i>Keele Postgraduate Association</i>	
Mr George Blake - President	2018-2019
Mr John Wootton – Vice-President	2018-2019

OFFICERS IN ATTENDANCE

Ms Dorothea Ross-Simpson	Head of Academic Quality and Student Conduct, SAS
Dr Rafe Hallet	Director of Keele Institute of Innovation & Teaching Excellence
Mr Simon Rimmington	Director of Foundation Year

OBSERVERS

Mr Andrew Harris	Member of Council
Dr Alix Cage	School of Geography, Geology and Environment
Dr Christina Magkoufopoulou	School of Life Sciences

Dr Tracy Nevatte
Mrs Katie Laverty
Mr Terry Dray

Research, Innovation and Engagement
Director of Student Services
Associate Director of KIITE

SECRETARIAT

Miss Laura Harrison

Governance Support Officer, Governance, SAS