

MINUTES OF THE MEETING OF SENATE

Held on Wednesday 14th March 2018

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

The Vice-Chancellor welcomed Senators to the meeting, in particular new members of Senate Professor Helen O’Sullivan (PVC Education) Professor Derek McGhee (Director of the Keele Institute for Social Inclusion), and Dr Pat Owen (Head of School for Nursing and Midwifery). Mr Laurence Fuller (Student and Academic Services), Mrs Natalie Lloyd (Research, Innovation and Engagement), and Mrs Claire Ashmore (Research, Innovation and Engagement) were welcomed to the meeting as observers.

36. DECLARATIONS OF INTEREST

There were no declarations of interest.

37. MINUTES AND ACTIONS

- a) Minutes
The minutes of the meeting held on 6th December 2017 were agreed as an accurate record.
- b) Actions List
There were no actions from the previous meeting.

38. MATTERS ARISING

No further items raised.

39. QUESTIONS FOR THE VICE-CHANCELLOR

The Vice-Chancellor confirmed that the remit for the Vice-Chancellor’s Questions was to ask questions which were relevant to Senate, and that some questions for this meeting were not within this remit. The questions submitted by Dr van Loon on behalf of Natural Sciences had received a written response from the Vice-Chancellor, copies of which would be circulated to members.

The Students’ Union voiced a statement in response to Dr van Loon’s question on student learning tools and Lecture Capture. The SU felt that the question unfairly misrepresented Lecture Capture as a method of ‘spoon feeding’ students and that student should have the right to access their learning material regardless of whether or not they attended the relevant lecture. It was also noted that revisiting learning material was an effective way to solidify knowledge, and that Lecture Capture was overall a good resource for students.

The Vice-Chancellor concurred with the statement from the SU, noting that his response to the question was very similar to their own.

Three further questions were submitted from the Students’ Union and Postgraduate Association Officers:

1. *Will the Vice Chancellor commit to implementing the UUK Step Change framework at Keele, and be sector leading in its strategic approach to mental health?*

The Vice-Chancellor responded by acknowledging that the increasing need for mental health support was both a Keele and sector-wide issue. In the next few months the University is to develop its Healthy University Strategy, led by Professor Pauline Walsh in her role as PVC for Health and Wellbeing, where mental health will be included as a key priority. Plans are ongoing to further identify where there are issues by surveying students, and to further promote healthy activities to students throughout the academic year. A potential uplift of HEFCE funding has been ring-fenced for improving Keele's current mental health support, but the Vice-Chancellor recognised that it will always be difficult to keep up with demand.

Dr Galbraith also announced to Senators that Ian Munton, Head of Student Services, was leaving Keele at the end of March and that his replacement will be involved in future planning for mental health support.

2. *BAME - What are the University's plans to decolonize our institution?*

The Vice-Chancellor noted that plans are currently being implemented at Keele to recognise and reduce the attainment gap for BAME and international students. He recognised that feelings of not belonging can also have a detrimental effect on engagement and attainment, but noted that it is for individual academics to evaluate their curricula to find areas for improvement. The need educationally is to broaden horizons but also not to erase history as part of the process, noting that there is no 'quick fix' to decolonisation.

The Vice-Chancellor reported that Professor Shane O'Neill's recent Grand Challenges Lecture addressed issues of decolonisation, and the University is working towards a Race Equality Charter award submission to try to address the issues of underrepresentation by BAME groups. The Vice-Chancellor is also committed to ensuring BAME considerations are part of the new Keele Institute for Innovation and Teaching Excellence (KilTE) Institute's agenda. The Vice-Chancellor stressed that any specific issues brought to the SU concerning this agenda should be brought forward so that the University can react appropriately.

3. *Would the VC be able to confirm for us whether PGR students who teach outside of a GTA capacity are regarded as sessional staff and therefore are entitled to sessional staff pay?*

The Vice-Chancellor confirmed that postgraduate students should be rewarded appropriately for the work that they do and that Human Resources are willing to investigate any areas where this is not the case. The Vice-Chancellor urged the KPA to highlight any specific issues to HR so they can be resolved.

PART 1 – STRATEGIC DISCUSSION ITEMS

40. LEARNING AND TEACHING UPDATE PRESENTATION

Professor O'Sullivan introduced the presentation and thanked the University for the warm welcome she had received since starting her new role at Keele. Professor O'Sullivan had spent the first part of her time at Keele exploring where Keele faces challenges and opportunities for development and improvement. As a result, Professor O'Sullivan identified a 'pyramid' of educational development.

Plans for development include realigning research-led teaching practices within the curriculum, providing active learning opportunities for students, and introducing authentic assessment methods which allow students to identify the skills learned. Professor O'Sullivan suggested that the Keele offer should be redeveloped, increasing emphasis on alternative methods of degree study including two- and four-year degrees, degree apprenticeships, professional programmes, and a review of campus, online and international provision. The Distinctive Keele Curriculum (DKC) should be reinvigorated and include more opportunities for students to engage with the local community and with employers by increasing the availability of placements, and elective 'streams' should be developed for competencies in key areas

of focus for the University. The curriculum should champion an interdisciplinary culture, and allow for a broad-based education with opportunities for further personal development.

Professor O'Sullivan presented an outline action plan and will be working with the new Keele Institute for Innovation and Teaching Excellence (KiITE) to move forward on this agenda in the coming months.

Senators discussed the presentation, speaking in support of Professor O'Sullivan's proposals and raising the following points:

- There was a need to consider how accelerated degrees would allow for the research-led nature of teaching if lecturers lost the valuable summer period to focus on their own research. It was confirmed that discussions around accelerated degrees were still in the early stages and that these types of degrees would only be put in place for a small number of programmes. Professor O'Sullivan confirmed that there is a need to experiment with different models to find the method most effective for Keele.
- The proposed review of Postgraduate Taught provision was welcomed by Senators but they questioned how the proposed DKC offer would be of benefit to these students.
- It was noted that it was difficult to include the same type of provision to students who are only on campus for one year, but that options to lengthen PGT programmes to 15 or 18 months might allow scope for more enrichment activities. Also students on a four-year Integrated Masters would receive more embedded opportunities.

41 Restricted Business

PART 2 – REPORTS

42. VICE-CHANCELLOR'S REPORT TO SENATE

Student Applications – Restricted Business

Senior Appointments

The Vice-Chancellor highlighted the recent Senior Appointments of Professor Helen O'Sullivan and Dr Rafe Hallett, and took the opportunity to welcome them to Keele. Dr Hallett is due to start at Keele in April, but has already visited campus on a number of occasions to meet with staff. The Vice-Chancellor also confirmed that short-listing for the new Chief Financial Officer was to take place on the 15th March, with interviews to be held in April.

USS Pensions

On the 13th March, UUK and UCU failed to come to an agreement on the proposed revised terms for the USS pension scheme and the UCU will continue industrial action. The Vice-Chancellor will continue to ask both sides to come to a resolution soon. At the time of the meeting, there had been no decision on what the next stage of action will be, but the Vice-Chancellor was aware of the detrimental impact on the student body and hoped that the dispute would be resolved before final exams.

The Student Officers informed Senate that the students had voted to continue to support the UCU at an Emergency General Meeting held on the 13th March. This resulted in a silent protest held by the students outside the Senate meeting room, to campaign against the lack of communication the students have received. It was agreed that further work needed to be done to address communications going forward into exam season. The Vice-Chancellor highlighted the variable experience for students, with strike action having little impact on some, but with others having a significant level of teaching disrupted. This inconsistency of experience makes it difficult to provide a high level response, but Schools will be expected to provide further communication to students in the next few weeks. A programme of one-to-one drop in sessions will also be provided to discuss each students' individual concerns.

Other Items

Other key items in the paper were highlighted, including:

GDPR – The Vice-Chancellor urged all Heads of School to ensure their staff engage with the GDPR training. It was reiterated that the financial and reputational implications of being non-compliant by the March deadline would be very significant.

PTES+PRES - The Postgraduate Taught and Postgraduate Research Experience Survey results were reported to Senate. Keele is above the benchmark and the sector in almost all measures with 82% satisfaction overall in both surveys. Participation rates were also significantly higher than the sector average. The data is a useful insight into the experience of postgraduate students and highlights that more should be done to refocus Keele's postgraduate provision.

Gender Pay Gap – Keele's pay gap is 22.1%. At the time of the meeting it was too early to know where Keele's gap stands in relation to other institutions, but current data indicated that research-led institutions have a generally higher gap than Post-92's. At job role level, it is clear that Keele does not have a pay gap, but the overall gap is due to the very large proportion of women in level 4 and 5 posts, and lower female representation in academic senior management positions. The executive team is aiming to encourage more women to apply for these posts.

43. STUDENT OFFICER REPORTS

i. Report of KeeleSU

Mr Snape presented his report highlighting that SU elections were now complete. Both Mr Tom Snape and Mr Sam Gibbons were re-elected to their posts, with Mr Jeff Wiltshire replaced by Mr Elliot Lancaster, Miss Aysha Panter replaced by Miss Eleanor Fisher and with Miss Meghan Harrison replaced by Miss Amy Holden.

Advice and Support at Keele (ASK) had seen a 29% increase in cases in the last academic year, with a specific increase in students feeling isolated off-campus. Mr Snape and Mr Gibbons are making off-campus engagement their priority going forward.

The SU will be soon introducing free print service 'Printt'. The service is not suitable for printing assessed work due to the advertising included but is suitable for printing resource material.

The University will be competing in Varsity against Staffordshire University from the 19th-21st March. Keele is hosting this year and looking to secure a 10th consecutive win: information on the events will be circulated to Senate and all staff are invited to support the teams.

ii. Report of the Keele Postgraduate Association (KPA)

Mr Blake presented the report and highlighted that, due to illness amongst KPA staff, resource has been stretched in the last couple of weeks. Mr Blake apologised for any disruption caused during this period.

At a meeting, the members of the KPA decided to act in support of the strikes, and so activities have been ongoing to provide support and opportunities for students to voice their concerns.

Nominations for KPA elections will be open from Monday 19th to Friday 23rd March and the election process will commence after the Easter break.

Nominations for the Bob Beattie Postgraduate Student of the Year will be opened on Monday 26th March. All students and staff can nominate, and the first prize is £1000 followed by a runner up of £500.

Mr Blake voiced his thanks on behalf of the KPA for being consulted during the regulations review project and allowing them to engage with the process on behalf of the postgraduate students.

44. RESEARCH REPORT

Professor Amigoni introduced the report and confirmed the continued work on the REF preparation following the presentation at the last meeting of Senate. The report demonstrated the different ways the data can be analysed, and how small changes in the methodology for reporting can move Keele significantly in the final rankings. There needs to be a continuing emphasis on achieving high quality 4* outputs. Unit of Assessment leads continue to be updated on the latest sector and internal REF developments.

The Research Committee continues to focus on the Research Strategy and will be commencing 'deep-dive' reviews of faculty research plans in the coming weeks. The Committee will also consider whether Keele is on track for achieving its key strategic research aims in relation to the overall University Strategy.

It was confirmed that the two hubs resulting from the RaISE project are now fully operational and that ERDF research income stands at c. £12.5m for 2017/18, compared to £18.6m of research income in total for 2016/17.

Professor Amigoni is continuing to review PGR activity and will provide a more detailed report on this activity in June.

Professor Amigoni confirmed that Keele is also currently in the final stages of developing its new Research Ethics Policy.

45. LEARNING AND TEACHING UPDATES

Professor O'Sullivan presented the report and highlighted that as part of the Senate effectiveness review the learning and teaching committees will also be reviewed.

Professor O'Sullivan confirmed that the next report to Senate in June would focus more on education and further expanding on the points made in her presentation to Senate.

Professor O'Sullivan presented the new Generic Marking Criteria for PGT assessments and the revised Code of Practice for Personal Tutoring to Senate for discussion and approval. Concerns were raised by Senators that the implementation of second personal tutors for students on Combined and Dual Honours programmes would take up a considerable amount of staff time. It was confirmed that due to the nature of Combined Honours, many tutors would have synergies with the students' second subject, as they are much more aligned than the previous Dual Honours system. The issues lay where students study two subjects in different Schools or Faculties, and these numbers were likely to be much smaller. It was also noted that dual personal tutoring occurs in many areas already, and this Code is merely formalising many existing arrangements. It was highlighted that the operational implications of dual personal tutoring needed to be understood regarding what information tutors are able to see.

Senators were supportive of the PGT Generic Marking Criteria, stating that it was more coherent that the undergraduate equivalent and suggesting that the undergraduate marking criteria be reviewed, as it does not currently allow for a 'condoned fail'.

Senate **resolved:**

That the Code of Practice for Personal Tutoring be **approved**.

Senate **resolved:**

That the PGT Generic Marking Criteria be **approved**.

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

46. REGULATIONS REVIEW REPORT

Dr Galbraith presented the report and introduced the new policy guidance which aims to inform staff of the lines of approval and communication routes for the University's policy documents. The University's Policy Zone will also be refreshed, allowing for better search functionality, and current documents will be evaluated to ensure they are fit for purpose.

Dr Galbraith also introduced the proposed new regulations framework, Keele Academic Regulations and Policies (KARP). This framework will ensure that the regulations are restructured in a more coherent manner and allow students and staff to more easily locate the rules and requirements and the associated support, guidance and forms.

The existing regulations will be reordered and renamed for the 2018/19 academic year on a new webpage. Throughout the coming months regulations will be systematically reviewed and revised to ensure they are fit for purpose for the future. Senate will therefore receive several regulations for approval over the next few years.

As a result of the regulations review, a Plain English group is reviewing all of the University's regulations to ensure they can be fully understood by both students and staff. Plain English guidance is being developed and will be circulated to Senate for information.

47. STUDENT CASEWORK ANNUAL REPORT

Dr Galbraith presented the report indicating that the increase in student casework activity has resulted from a combination of factors, including increasing student numbers, students coming to view university services from a consumer perspective and increasing complexity in the needs of individual students. An action plan has been drafted to highlight areas for improvement or review. The Complaints Regulation (20) is currently under review and will be brought to the June Senate. Regulations on Academic Misconduct and Fitness to Practice are also under review.

The University has also seen an increase in reports of sexual harassment. The increased reporting is a positive step in terms of reducing the stigma around sexual harassment and students being more confident in coming forward. The current HEFCE funded Catalyst project on sexual harassment has been commended by both HEFCE and UUK as representing good practice.

The Students' Union members noted the increase in discipline cases and requested an explanation into the increase. Dr Galbraith will ask the Conduct Team for comment and will share the response with the Student Officers.

Some concern was expressed that student complaints were not being completed within the 90 day limit. Dr Galbraith explained that 90 days was a recommendation from the OIA and that the increasing complexity of student complaints and the nature of the complaints processes means that this often cannot be done. The complaints process is currently under review.

The KPA members suggested that PGT students were more likely to use the Exceptional Circumstances and Appeals processes to manage long-term issues rather than requesting a Leave of Absence. It was also noted that PGT students have also not benefitted from the Support to Study process. Dr Galbraith undertook to explore this concern further with the Students' Union and KPA, as part of the above action plan. It was suggested that PGT students who had engaged with the processes previously could usefully feed into any review.

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

(iii) New member of Senate

Following the election process held in November 2017, an additional vacancy arose to represent the Faculty of Natural Sciences on Senate. A second placed candidate, Dr Jacco van Loon, was available as a result of the November ballot.

Senate **resolved:**

That the appointment of Dr Jacco van Loon as a member of Senate from 2017-2020 be **approved**.

(iv) Removal of the Student Charter

Following the removal of the Student Charter (due to the introduction of a Student Agreement which replaced much of the Charter's original purpose), the Personal Tutoring Code of Practice, Support to Study Policy, Academic Warnings Policy, Bullying and Harassment Policy and Regulation 20 – Student Discipline, were presented to Senate with minor amendments as a result of the Charter's removal.

Senate **resolved:**

That the changes to the above policy documents be **approved**.

FOR RECOMMENDATION OF APPROVAL TO COUNCIL

(i) Senior Appointments

Senate **resolved to recommend to Council:**

That the senior appointments set out within the paper be **approved**.

(ii) Amendment to Statutes, Ordinances and Regulations

Senate **resolved to recommend to Council:**

That the amendments to the Regulations and Ordinances set out within 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) 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.

48. EQUALITY AND DIVERSITY CONSIDERATIONS

No further items raised.

49. ANY OTHER BUSINESS

No further items raised.

SENATE

ATTENDANCE – 14th 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)

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)

A 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 Schools:

School of Computing and Mathematics: Professor Peter Andras

A School of Social Science and Public Policy: Dr Rebecca Leach

Keele Management School: Professor Kurt Allman

School of Health & Rehabilitation: Professor Anand Pandyan

A 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: Dr Pat Owen

School of Physical and Geographical Sciences: Professor Christopher Fogwill

School of Chemical and Physical Sciences: Professor Rob Jackson

A 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

A Institute for Social Inclusion: Professor Derek McGhee

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 Clare Jinks (Primary Care & Health Sciences) 2015-2018

	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
	Dr Sarah Aynsley (Medicine)	2016-2019
	Dr Claire Stapleton (Health and Rehabilitation)	2016-2019
A	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
A	Dr Elizabeth Poole (MCC)	2016-2019
A	Dr Sorcha Uí Chonnachtaigh (Law)	2016-2019
	Dr Teresa Oultram (KMS)	2016-2019
A	Dr James Peacock (Humanities)	2017-2020
A	Dr Mariangela Palladino (Humanities)	2017-2020
A	Dr Philip Morgan (Humanities)	2017-2020
A	Dr Sophie Allen (SPIRE)	2017-2020

Elected by the Faculty of Natural Sciences

A	Dr Claire Fox (Psychology)	2015-2018
	Dr Helen Price (Life Sciences)	2016-2019
A	Dr William Kirk (Life Sciences)	2017-2020
A	Dr Chris Stiff (Psychology)	2017-2020
	Dr Zoe Robinson (GGE)	2017-2020
A	Dr Jacco van Loon (CPS)	2017-2020

(h) Student Representatives: Elected Officers

	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
A	Ms Meghan Harrison (Athletic Union and Sport Officer)	2017-2018
	President of the Association of Postgraduate Students	
	Mr Ieuan Smith	2017-2018

OFFICERS IN ATTENDANCE

Mr Kelvin Johnstone	HUMSS 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

OBSERVERS

Mr Laurence Fuller	Student and Academic Services
Mrs Natalie Lloyd	Research, Innovation and Engagement
Mrs Claire Ashmore	Research, Innovation and Engagement

SECRETARIAT

Mrs Fiona Dumbelton	Governance Manager, Governance, SAS
Miss Claire Baily	Governance Support Officer, Governance, SAS