

MINUTES OF THE MEETING OF SENATE

Held on Wednesday 19th June 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, Natalie Simpson (Head of HR Operations), Siobhan Talbott (History), Sarah Laurence (Psychology), David Hazelgrove (Quality Assurance), Lou Taylor-Murison (KIITE). The Chair also welcomed the incoming Student Officers.

Thanks were noted to the outgoing Student Officers and to the Senators who had reached the end of their term.

53. DECLARATIONS OF INTEREST

There were no declarations of interest.

54. MINUTES AND ACTIONS

a) Minutes

The minutes of the meeting held on 13th March 2019 were approved as an accurate record.

b) Actions List

There were no actions outstanding from the previous meeting.

55. MATTERS ARISING

There were no additional matters arising.

PART 1 – STRATEGIC DISCUSSION ITEMS

56. ACCESS & PARTICIPATION PLAN

Senate received a presentation on the University's new Access and Participation Plan (APP) from Professor Helen O'Sullivan and Dr Helen Galbraith. The Office for Students (OfS) requires the University to produce an ambitious five year plan to be evaluated against measureable outcomes. This was noted as a positive improvement on the previous Access Agreement which was produced annually and was, therefore, less strategic and more output focussed. The APP was a condition of ongoing OfS registration.

Key themes of the APP were noted as Access, Success (continuation and degree attainment) and Progression (to employment or further study), with targets to reduce or eliminate identified gaps around entry and non-continuation rates for specific groups. There were also targets to address the gaps in degree outcomes between white and black students (note- black students are specifically highlighted by the OfS within the wider BAME group) and disabled and non-disabled students. Mature students, care leavers and students from military families were also within the OfS target groups.

It was confirmed that the OfS had undertaken detailed analysis of the data set for APP and Dr Galbraith summarised the data presented in Keele's statistics as follows:

- Mature students showed some lower attainment than young students but were more likely to progress through their programme.
- There was an attainment gap for disabled students as opposed to non-disabled students, however, disabled students were slightly more likely to progress to graduate employment or further study than their peers.
- The biggest area of work for Keele to address was around BAME/ABMO students where the gaps for attainment and progression were very significant.
- Gender was not specifically highlighted within the APP requirements, but this was also an area with a notable attainment gap (in favour of female students).

Discussion took place on data analysis and what additional steps would be undertaken to explore the identified areas further. It was confirmed each area would be further broken down as part of the implementation process. It was also queried whether there were areas where the University was creating or exacerbating gaps by policy or practice. Dr Galbraith noted the OfS distinction between 'explained' and 'unexplained' factors in analysing gaps in success and progression, and also noted that the next phase of data analysis was to assess these and identify further trends to be addressed.

Professor O'Sullivan confirmed that an integrated approach to implementing the plan would be taken across the whole University. The good track record of the University in terms of access was highlighted but also the need to not be complacent. The new Education Vision for the University was "Success for All" and it was hoped that the APP would help to focus interventions where required to achieve this.

Thanks were noted to KeeleSU for their support in developing the plan and the need to build on this as work moved to the implementation phase was emphasised. The need for close partnerships with Schools in the area to raise attainment and to work with employers and the third sector was also noted. It was highlighted that the National Collaborative Outreach (NCOP) programme was only funded until 2021 and there was an expectation that institutions would find ways to continue this work.

Professor O'Sullivan highlighted other key areas of focus for implementation as follows:

- Identifying additional or revised sources of support including a review of bursary provision;
- Portfolio reviews and curriculum development to ensure an accessible and supportive curriculum;
- Ongoing work around wellbeing including the recent success of the OfS Mental Health project bid;
- Personal tutoring review scheduled for 2019/20 and work around progression and employability.

It was noted that the emphasis of the APP was on evidence based, critical evaluation and Keele was well placed to achieve this through working with Keele Institute for Innovation and Teaching Excellence (KIITE) and the institute for Social Inclusion to utilise their expertise. It was confirmed that there was lots of effective outreach taking place but evidence to evaluate the outcomes was not always collected. As such the Teaching Excellence and Student Outcomes Sub-Committee (TEXSO) would be providing schools with a set of key annual data sets as part of programme reviews to help inform evaluation. The Education report to be presented to Senate later also proposed the establishment of a Widening Participation Sub-Committee to provide oversight of ongoing activity.

It was asked whether the University would only look at the student groups highlighted by the OfS or would look at other minority student groups such as trans students. It was confirmed that the University was working with KeeleSU and its new Liberation Network to look at smaller groups of students who may be disadvantaged. The limitations of statistical analysis for these groups were highlighted as many students tend not to disclose, so data sets are unreliable and small, leading to a risk of individuals being identified. Working collaboratively with the SU would help to address these gaps anonymously.

Curriculum design and ways to raise staff awareness of inclusivity issues was discussed. It was confirmed that rather than just awareness raising, the KIITE would be working with staff to develop a curriculum design framework focusing on inclusivity.

The importance of the wider Equality, Diversity and Inclusion (EDI) agenda was highlighted in terms of the benefits of students from minority groups see staff from the same backgrounds in leadership positions. This was noted and it was confirmed that the links between the Race Equality Charter (REC) action plan and APP had been identified. The University's EDI Oversight Group was also playing a key role in fostering links between staff and student EDI agenda. Now that the University had received the REC award, the actions arising from the plan were to be mainstreamed into ongoing work.

The University wide approach to outreach work was welcomed and details of how this would be taken forward were requested. It was confirmed that it was early days in the planning process but it had been identified that lots of activity was already undertaken and the focus needed to be on gaining evidence from this to help assess the outcome. The OfS were developing a collaborative project called 'What Works?' to evaluate effectiveness in this area, and it was hoped the University could utilise this. There was also a great deal of good practice from the regional Higher Horizons+ NCOP outreach network that could be built upon.

PART 2 – REPORTS

57. VICE-CHANCELLOR'S REPORT TO SENATE – restricted business.

58. STUDENT OFFICER REPORTS

i) Report of KeeleSU

Mr Snape presented his report which was taken as read. The success of the student-led teaching awards was highlighted and the valuable discussions and information sharing from the SU mini-conference was also noted. Senate were reminded that the new elected officers would take up their roles on 1 July 2019 and would continue to use the role- appropriate email accounts.

The Vice-Chancellor invited Professor Wastling to provide some detail on the work being undertaken to respond to the Foundation Year feedback highlighted by the report.

Professor Wastling confirmed that this was one of two student engagement surveys being considered by the Foundation Year Project Executive Group (PEG).

- The SU survey received responses from around 90 students;
- The open, free text responses provided more relaxed feedback and revealed more detail, possibly also due to it being an SU led survey.
- Views were variable and many comments were specific to individuals but overall the feedback was balanced;
- The PEG would be considering the points raised in detail as part of their ongoing work;
- Key positives reported were around the level of support and structure of the programme;

- Some negative comments had also been received in relation to structure and the level of assessment. The PEG were already aware of these issues but welcomed the feedback and noted the ongoing Portfolio and Curriculum review.

The Vice-Chancellor noted that student experience was important but outcomes were also key and Foundation Year students increasingly progress well. Whilst there had been significant growth in FY student numbers, students still outperformed their peers. This was a critical point noting the attention given by the Augar review to continued financing for Foundation Year programmes.

ii) Report of the Keele Postgraduate Association (KPA)

Mr Blake presented an oral report, noting the conclusion of the KPA Elections which unfortunately, had needed to be run three times but had resulted in the appointment of a new officer team who were now undertaking induction and handover activities.

The KPA had been working with the University on the Keele Doctoral Academy and PGR Student Supervision projects and had also held a successful awards evening. Thanks were noted to University staff who supported this event and the PGR Symposiums. The KPA also welcomed the success of the OfS Mental Health bid and were looking forward to working with the University to establish dedicated mental health support for PG students.

59. RESEARCH UPDATES

Professor Amigoni presented the report and highlighted the following:

- The significant research grant award for the Institute of Global Health “*Empowering People with Cutaneous Leishmaniasis*” (Dr Helen Price and Dr Lisa Dikomitis with partners in Brazil, Ethiopia and Sri Lanka);
- Senate were invited to share the dashboard data provided in the report within their Faculties;
- Recent events and developments that emphasised the ways research activity comes to life within the University were highlighted including the work of the Institute of Social Inclusion around inequalities and the Institute for Sustainable Futures work to develop the campus as a living laboratory;
- The Institute of Primary Care and Health Sciences had celebrated ten years of working with Versus Arthritis as a centre of excellence providing world leading research. The international reach of the research in this field was highlighted and congratulations were noted to all involved;
- The success of the recent Celebrating Research Impact Conference was also highlighted. Speakers with a significant role in shaping the research landscape were present including Professor Lesley Thompson who would be joining the University’s Council from September 2019. The value of this event was emphasised, however, it was noted that attendance had been lower than hoped.

Professor Amigoni also highlighted the importance of focussing on research impact as the University moved into the final year before submission of the REF. It was confirmed that work was ongoing to prepare and that this summer’s activity was a critical part of that process with significant consultations ongoing and publication of the revised Concordat for Research Integrity expected.

Work was also being undertaken to improve communication mechanisms including the development of a forum to help share knowledge among researchers and engagement with colleagues who were part of the research leadership forum.

Senate discussed the Celebrating Research Impact Conference and it was noted that the level of attendance did not necessarily reflect interest but some colleagues felt they could not take a whole day out of their schedule to attend. This was acknowledged and Professor Amigoni confirmed that duration would be considered when scheduling further events.

60. EDUCATION UPDATES

Professor O'Sullivan presented the report which was taken as read with a number of items for approval discussed as set out below.

(a) Programme Withdrawals

A number of programme withdrawals were presented to Senate for approval at the recommendation of Quality and Academic Standards Committee.

- i. MMedSci Clinical Audit
- ii. MMedSci Oncology
- iii. BSc (Hons) Clinical Practice pathways in Acute Care; Dementia; Long Term Conditions; and Older Person

Senate **resolved:**

That the above programmes **be withdrawn** from the 2019/20 academic year.

(b) Regulations Review

Professor O'Sullivan highlighted the significant work undertaken to review all of the University's Academic Regulations and thanks were noted to all involved, particularly the Quality Assurance team for their contribution to the process.

The principles of the review were to ensure the Regulations were succinct and accessible to students. The following regulations had been subject to comprehensive review by designated working groups with the final versions scrutinised by Student Voice Committee, FLTCs, Education Policy Sub-Committee and Education Committee as applicable. Most had been rewritten to bring together information previously held in other regulations or to move detailed process information to accompanying guidance.

- i. Regulation B5 Fitness to Practice
- ii. Regulation B8 Termination of Studies
- iii. Regulation C1 Maximum Periods of Registration
- iv. Regulation C5 Medical Bachelor's Degrees
- v. Regulation D1 Assessment
- vi. Regulation D2 Progression and Degree Classification
- vii. Regulation D5 Condonement and Compensation

Clarification was requested on the condonement and compensation rules for Physics programmes in regulation D5 (paragraph 3.2.2), this was provided within the meeting.

Concern was expressed that the three week turn around for feedback proposed in regulation D1 was not always achievable. Professor O'Sullivan clarified that it was included to establish consistency and the length of time in question had been subject to significant discussion by the review group. Discussions had concluded that timeliness was variable but there was a need to set student expectations. The key aspect was that meaningful feedback was provided, this was seconded by the Student Officers. It was also noted that the moderation policy was due to be presented to Senate in the autumn. Work to develop this had suggested there was a tendency towards over moderation at Keele the portfolio reviews were also looking to reduce the amount of assessment students undertake. It was hoped that these developments could help staff work within the given timescale.

Senate **resolved:**

That the above regulations be **approved**.

(c) Recognition of Prior Learning Policy

The policy had been reviewed by a working group from relevant Schools and the Student Union and was proposed to replace the Accreditation of Prior Learning Policy. Changes had been made to align with sector terminology and reflect current practice.

Senate **resolved:**

That the Recognition of Prior Learning Policy be **approved**.

(d) Code of Practice on External Examining

A revised Code of Practice on External Examining was presented to Senate for approval on the recommendation of Quality and Academic Standards Committee. Changes had been made to reflect current practice within the sector, terminology used in the University and to incorporate changes arising from the Regulations Review.

Senate **resolved:**

That the Code of Practice on External Examining be **approved**.

(e) Code of Practice on Collaborative Provision

A revised Code of Practice on Collaborative Provision was received for approval. Amendments had been made to improve the structure of the document, update terminology, provide more clarity about application of the code, set out roles and responsibilities and to improve governance and monitoring processes.

A minor amendment was requested to clarify that international fees apply to a split site PhD where the student is studying with an international partner. The current wording did not recognise that home students could also be studying at two sites.

Senate **resolved:**

That the Code of Practice on Collaborative Provision be **approved**.

(f) Widening Participation Sub-Committee

Following the changes to the Education Committee structure made in 2018/19, the establishment of a new sub-committee to oversee governance of the widening participation agenda including the Access and Participation Plan was proposed.

Senate **resolved:**

That the establishment of the Widening Participation Sub-Committee be **approved**.

61. 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) External Examiners

Senate **resolved:**

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

(iii) Conferment of Honorary Titles

Senate **resolved:**

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

(v) Senate Election Results

Senate noted the results of the Senate Elections process held between April and June 2019. There were three vacancies in each Faculty.

Results were confirmed as follows:

Faculty of Humanities and Social Sciences

Six nominations were received and a ballot was opened, the following were elected:

Dr Rebecca Richards- SPIRE

Dr Samantha Weston- Criminology

The third elected candidate has since withdrawn, therefore, a by-election will be run in September 2019 to seek to fill this vacancy ahead of the next Senate meeting in October 2019.

Faculty of Medicine and Health Sciences

Three nominations were received, therefore, no ballot was required.

Dr Abigail Rutter- ISTM

Professor Athula Sumathipala- IPCHS

Mrs Sara Visram- Pharmacy

Faculty of Natural Sciences

Two nominations were received, therefore, no ballot required. One vacancy remains, therefore, a by-election will be run in September 2019 to seek to fill this vacancy ahead of the next Senate meeting in October 2019.

Dr David Mazzocchi-Jones- Life Sciences

Dr Masi Noor- Psychology

All candidates will serve a three year term from 1 September 2019.

Senate **resolved**:

That the results of the Senate election be **approved**.

FOR RECOMMENDATION OF APPROVAL TO COUNCIL

(i) Senior Appointments

Senate **resolved**:

(a) **That** the following Head of School appointments be **recommended to Council for approval**:

Professor Susan Bruce, School of Humanities, effective from 1 April 2019

Dr Nick Seager, School of Humanities, effective from 1 April 2020

Dr Matthew Jones, Head of the Harper & Keele Veterinary School, effective from 19 August 2019

Professor Robert Ladrech, Head of School of Social, Political & Global Studies, effective from 1 August 2019

Professor Dawn Scott, Head of School of Life Sciences, effective from 16 September 2019

Professor Christian Mallen, School of Primary, Community & Social Care, effective from 1 June 2019

Dr Katie Maddock, Head of School of Pharmacy & Bioengineering, effective from 1 August 2019

(b) **That** the following Dean of Education appointments be **recommended to Council for approval**:

Dr Tim Lustig, Faculty of Humanities & Social Sciences, effective from 1 February 2019

Dr Katie Szkornik, Faculty of Natural Sciences, effective from 1 August 2019

Dr Julie Green, Faculty of Medicine & Health Sciences, effective from 1 August 2019

(c) **That** the following Dean for Research appointment be **recommended to Council for approval**:

Professor Nick Forsyth, Faculty of Medicine & Health Sciences, effective from 1 June 2019

(ii) Ordinance Changes

Senate resolved **that**:

The revised University Ordinances presented in the report be **recommended to Council for approval**.

Some minor revisions to the Ordinances were requested to ensure consistency of wording, these were noted for action.

ACTION: Secretary

(iii) Regulation Changes

Regulations B5 Fitness to Practise, B8 Termination of Studies, C1 Maximum Periods of Registration, C5 Bachelor's Degrees, D1 Assessment, D2 Progression and Degree Classification, D5 Condonement and Compensation were presented within the Education report for approval. See minute 60 (b).

Regulation A1 Visas and Immigration was presented with amendments to reflect Home Office Requirements.

Regulations B1 Student Discipline, B2 Temporary Exclusion of Students, B6 Academic Appeals and B7 Complaints were presented for approval. Revisions had been made to clarify the provision for student representation during student conduct related processes. The wording also appeared in the Academic Misconduct Code of Practice.

Senate **resolved:**

That the above regulations be **approved**.

In relation to Regulation A1, it was noted that some institutions allowed a visa extension of up to 12 months under the provisions of a Doctoral Extension Scheme. It was queried whether the regulation could be further reviewed with this in mind. Dr Galbraith agreed to follow this up and report back to the next meeting.

ACTION: Dr Galbraith

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

62. EQUALITY AND DIVERSITY CONSIDERATIONS

No further items raised.

63. ANY OTHER BUSINESS

No further items raised.

SENATE

ATTENDANCE – 19th June 2019

(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)

(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:

A 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
A School of Health & Rehabilitation: Professor Anand Pandyan
School of Humanities: Professor Susan Bruce
School of Law: Professor Alison Brammer
A School of Life Sciences: Professor David Hoole
A School of Medicine: Professor Andrew Hassall
School of Pharmacy: Dr Katie Maddock
School of Nursing and Midwifery: Dr Pat Owen
School of Physical and Geographical Sciences: Professor Christopher Fogwill
A 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
A 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
A Institute for Science and Technology in Medicine: Professor Nick Forsyth

Director of Keele Institute for Innovation and Teaching Excellence

Director of Keele Institute of Innovation & Teaching Excellence: Dr Rafe Hallet

Associate Deans for Learning and Teaching

A Faculty of Medicine and Health Sciences – Dr Julie Green (interim)
A Faculty of Humanities and Social Sciences – Dr Tim Lustig
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
A	Dr Gordon Dent (Medicine)	2017-2020
	Dr Clare Jinks (IPCHS)	2018-2021
A	Mrs Yvonne Flood (Nursing)	2018-2021
	Dr Lisa Dikomitis (Medicine)	2018-2021
A	Dr Audrey Skidmore (Medicine)	2018-2021
	Dr Clare Hoskins (Pharmacy)	2018-2021

<i>Elected by the Faculty of Humanities and Social Sciences</i>		
	Dr Elizabeth Poole (MCC)	2016-2019
	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
A	Dr Chris Stiff (Psychology)	2017-2020
A	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
Mr Simon Rimmington	Director of Foundation Year

OBSERVERS

Natalie Simpson	Head of HR Operations
David Hazelgrove	Collaborative Provision Officer
Lou Taylor-Murison	KIITE
Siobhan Talbott	History

Sarah Laurence

Psychology

SECRETARIAT

Miss Laura Harrison

Governance Support Officer, Governance, SAS