

MEETING OF THE SENATE

4 NOVEMBER 2015

Present: The Vice-Chancellor (in the Chair), the Deputy Vice-Chancellor, Pro-Vice-Chancellor Professor Brown, Executive Pro-Vice-Chancellors Professor Beveridge and Professor Burgoyne, Professors Barr and Begon, Dr J Bridge, Professors Clegg and Cunliffe, Mrs E Eades, Dr S Edwardson, Professors Gabbay, Garde, Grubb and Hall, Dr L Hancock, Professors Harris, Herzberg, Hodgson and Hollander, Dr S Jones, Dr P Leftwick, Professors MacEwan, McGrath, Morris, O'Sullivan, Plater and Rempe-Gillen, Dr N Savage, Dr F Shovlin, Professor C Touramanis, Dr L Turner, Professors Van der Hoek, Whitehead and Youngson.

The Deputy President and one of the Vice-Presidents of the Liverpool Guild of Students and the student representatives from the Faculty of Health and Life Sciences, the Faculty of Humanities and Social Sciences and the Faculty of Science and Engineering were present as representatives of the student body.

In attendance: The Academic Secretary, the Director of Human Resources, the Head of Strategic Planning, the Head of Corporate Governance and Support and the Governance Co-ordinator.

Apologies for absence were received from 17 members of the Senate.

1. WELCOME TO NEW MEMBERS

The Vice-Chancellor welcomed the following new members of the Senate:

Miss Kahrie Carter
Professor Lin Foxhall
Professor David MacEwan
Mr James Trinder
Mr Danchen Yan

2. DISCLOSURE OF INTEREST**2.1 Statement of Policy and Procedure on Disclosure of Interest**

The Senate received and noted the University's Statement of Policy and Procedure on Disclosure of Interest.

2.2 Disclosures of Interest

Members of the Senate were asked to declare any interest that could give rise to conflict in relation to any item on the agenda. No such interests were declared.

3. MINUTES OF THE PREVIOUS MEETINGS**3.1 Meeting held 24 June 2015**

The unreserved minutes of the meeting of the Senate held on 24 June 2015 were taken as read and agreed.

3.2 Meeting held 10 September 2015

The unreserved minutes of the special meeting of the Senate held on 10 September 2015 were taken as read and agreed.

4. HIGHER EDUCATION GREEN PAPER

The Vice-Chancellor reported that:

- a) The HE Green Paper was now expected to be published this week.
- b) It was expected to include plans for: the Teaching Excellence Framework; widening participation; market entry and exit; research; and reshaping the sector's regulatory framework.

5. HONOURS AND APPOINTMENTS

The Vice-Chancellor reported that:

- a) Ms Alexandra Alexandrova, from the Department of Physics, had been awarded a Science and Technology Funding Council Enterprise Fellowship by the Royal Society of Edinburgh.
- b) Professor David Back, from the Institute of Translational Medicine, had received the Recognition for Major Lifetime Contributions to the Field of HIV/AIDS award at the European AIDS Clinical Society conference.
- c) Dr Alex Buchanan, from the Department of History, had been appointed President of the Archives and Records Association of the UK and Ireland.
- d) Professor Peter Cole, from the Department of Physics, had been elected President of the Society for Radiological Protection.
- e) Professor Barry Godfrey, from the Department of Sociology, Social Policy and Criminology, had been appointed to the Advisory Board of the Arts and Humanities Research Council.
- f) Dr Tom Hasell, from the Department of Chemistry, had been awarded a prestigious University Research Fellowship from the Royal Society.
- g) Professor of Chemistry, Rasmita Raval, Honorary Professor in Chemistry and Royal Society Industry Fellow, Adam Kowalski, and Professor of Ophthalmic Bioengineering, Rachel Williams, had been appointed members of the Engineering and Physical Research Council's Strategic Advisory Teams.
- h) Professor Matt Rosseinsky, from the Department of Chemistry, had been appointed to the Council of the Engineering and Physical Research Council.
- i) Dr Fiona Rowe, from the Institute of Psychology, Health and Society, had been awarded an Exceptional Service Award from the British and Irish Orthoptic Society in recognition of her voluntary work in the field of Orthoptics.
- j) Professor Tom Solomon, Head of the Institute of Infection and Global Health, had been appointed as a National Institute of Health Research Senior Investigator.
- k) Professor Susan Wray, from the Institute of Translational Medicine, had been elected an honorary member of the Physiological Society.

STRATEGIC MATTERS FOR DISCUSSION/DECISION

6. OUTCOMES OF STRATEGIC REVIEW GREEN PAPER CONSULTATION

The Senate received a presentation by the Vice-Chancellor on Ipsos MORI's analysis of the responses received during the Strategic Review Green Paper consultation exercise¹.

(I) **Reported:**

- a) That it should be noted that individual and collective feedback on the fourteen consultation questions had been given equal status at this point pending further analysis.
- b) That the key findings could be summarised as:
 - Improving communication was essential - both internally and externally.
 - The profile of the University needed to be raised.
 - More international collaborations should be created.
 - The University must focus on its strengths.
 - Engagement with employers and business should be from both a research and student experience perspective.
- c) In response to some of the feedback provided during the exercise, that:
 - Where decisions had been taken and who was accountable for them would be more transparent in future.

- A set of measures/performance indicators/targets that were accessible and clear would be formulated.
- As a membership organisation there should be no 'us' and 'them'.
- The planning process would be more joined up in future and decisions reached by mutual agreement.
- Crucial to success were: continuous improvement; learning from each other; collaboration and partnership; alumni engagement; CPD and the tackling of underperformance; engagement with third sector organisations, as well as employers and businesses, and civic engagement; and the interconnectivity of the three supporting strategies (Research and Impact, Education and Professional Services) in relation to the student experience.
- A meaningful articulation of what it means to teach in a research intensive environment was being developed.
- There was a need to ensure that the promise to students in terms of their employability was fulfilled.
- Work was underway to enhance the opportunities for student evaluation and to provide students with information on what they receive in return for their fees.

(II) **Agreed:**

- a) That the key findings were unsurprising.
- b) That some of the responses that had been analysed as being secondary themes and second tier themes would also be crucial in shaping the White Paper.
- c) That the presentation should be circulated to members.

7. **PROFESSORIAL LEVELS**

The Senate received a paper setting out proposals to put in place a more systematic approach to pay for professorial roles.

(I) **Reported:**

- a) That these proposals had been in development since 2011, and responded to Remuneration Committee's request that the University address equal pay considerations and develop an improved system of governance around pay levels as a consequence of the Royal Holloway equal pay challenge by a female professor, and in consideration of survey data which showed that other universities had salary levels arrangements in place.
- b) That implementation of the proposals would reduce the risks that could arise in the absence of a systematic method for testing internal and external relativities and of sound processes/criteria for managing professorial pay.
- c) That the proposals included a set of statements intended to describe four different levels of contribution. These incorporated indicators for generic, research, teaching, practice and leadership activities. Based on assessment against these criteria, professors would be allocated to one of four bands, with pay linked to banding. Where an individual was allocated to a band with lower pay than their current salary, there would be a period of pay protection to allow them to develop their contribution.
- d) That EPVCs and Heads of School/Institute would assimilate each individual's contribution against the five criteria headings, using data that was already held, to come to an overall assessment of their banding which would then be reviewed by individuals. The Standing Committee for Personal Chairs would review and approve the banding distributions, and consider submissions for alternative bandings.
- e) That the expectation was that the process would be operational by the start of the next academic session.

(II) **Agreed:**

- a) That the proposals be endorsed, with members commending the consistency, equity and fairness that would be introduced provided that a thorough and transparent process was implemented.
- b) That the suggestions made should be taken forward during the implementation phase, including in relation to the following:

- clarification of the guidance to confirm that, although contribution would be expected across the criteria headings, it was acknowledged that individuals were likely to have a main domain(s);
- implications around clinical professors;
- establishing whether the constitution of the Standing Committee for Personal Chairs remains appropriate; and
- consideration of scale points within the four bands.

REPORTS OF THE SUB-COMMITTEES

JOINT COMMITTEE ON HONORARY DEGREES

8. The Senate received a recommendation from the Joint Committee on Honorary Degrees.

(I) **Reported:**

That the Joint Committee on Honorary Degrees had recommended that surviving Veterinary Science alumni who had studied at the University prior to 1951 and who took the MRCVS examinations but not the examinations for the BVSc should be awarded honorary Bachelor of Veterinary Science degrees. The degrees would be awarded at a specially-arranged ceremony.

(II) **Agreed:**

That the recommendation should be endorsed for onward transmission to Council.

ACADEMIC QUALITY AND STANDARDS COMMITTEE

9. The Senate received a report on the meeting of the Academic Quality and Standards Committee held on 16 September 2015.

10. **NEW AWARDS**

(I) **Reported:**

- a) That it was proposed that a Foundation Diploma and a Foundation Year Award be established as new awards.
- b) That the Foundation Diploma would be an exit award for students on the 'Go Higher' programme who had passed a total of 60 credits at FHEQ level 3 in Year 0 of specified programmes, as set out in the programme specification.
- c) That the Foundation Year Award would be an exit award for students who had passed a total of 120 credits at FHEQ level 3 in Year 0 of specified programmes, but were not otherwise eligible to progress to Year 1 of the programme, or who had failed in Year 1.
- d) That the Academic Quality and Standards Committee had agreed to recommend that a Foundation Diploma and a Foundation Year Award be established as new awards.

(II) **Agreed:**

That a Foundation Diploma and a Foundation Year Award be established as new awards.

RESEARCH AND IMPACT COMMITTEE

11. The Senate received a report on the meeting of the Research and Impact Committee held on 25 September 2015.

12. **REVISED TERMS OF REFERENCE, CONSTITUTION AND MEMBERSHIP**

The Senate received the proposed revised terms of reference, constitution and membership of the Research and Impact Committee.

(I) **Reported:**

- a) That the revised terms of reference, constitution and membership incorporated recommendations from the recent review of University committees.

- b) That the Research and Impact Committee had agreed to recommend that the revised terms of reference, constitution and membership for 2015-16 be endorsed by Senate prior to formal approval being sought from Council.

(II) **Agreed:**

That the revised terms of reference, constitution and membership be endorsed.

EDUCATION COMMITTEE

13. The Senate received a report on the meeting of the Education Committee held on 29 September 2015.

14. **NEW CRITERIA FOR LEARNING AND TEACHING AWARDS**

The Senate received proposed new criteria for Learning and Teaching Awards.

(I) **Reported:**

- a) That a review of the Learning and Teaching Awards scheme had been undertaken by a cross Faculty Working Group in order to improve the procedures, to ensure equity of decision making across the Faculties, and to encourage more staff to participate. The review had resulted in the proposed new criteria.

- b) That the Education Committee had agreed to recommend that the new criteria for Learning and Teaching Awards be approved.

(II) **Agreed:**

That the new criteria for Learning and Teaching Awards be approved.

15. **REVISED TERMS OF REFERENCE, CONSTITUTION AND MEMBERSHIP**

The Senate received the proposed revised terms of reference, constitution and membership of the Education Committee.

(I) **Reported:**

That the Education Committee had agreed to recommend that the revised terms of reference, constitution and membership for 2015-16 be endorsed by Senate prior to formal approval being sought from Council.

(II) **Agreed:**

That the revised terms of reference, constitution and membership be endorsed.

16. **DEVELOPMENT OF THE HIGHER EDUCATION ACHIEVEMENT REPORT**

Reported:

- a) That the Education Committee had approved the majority of the contents in relation to the Higher Education Achievement Report (HEAR), with some suggested re-wordings of the programme details.

- b) That the Education Committee had endorsed the approval of AST as the technology supplier.

17. **QAA HIGHER EDUCATION REVIEW – GUILD STUDENT SUBMISSION**

Reported:

That the Education Committee had agreed that an action plan and formal response to the Guild Student Submission should be drafted.

18. **LEARNING CAPABILITIES STATEMENT**

Reported:

That the Education Committee had approved a new Learning Capabilities Statement.

19. POLICY REGARDING REASONABLE ADJUSTMENTS AND SUPPORT FOR DISABLED STUDENTS**Reported:**

That the Education Committee had approved a new Appendix 5 to the Policy.

20. TIMETABLING POLICY**Reported:**

That the Education Committee had approved the updated Policy on Teaching Timetables with some minor amendments.

COLLABORATIVE PROVISION COMMITTEE

21. The Senate received a report on the meeting of the Collaborative Provision Committee held on 7 October 2015.

22. REVISED TERMS OF REFERENCE, CONSTITUTION AND MEMBERSHIP

The Senate received the proposed revised terms of reference, constitution and membership of the Collaborative Provision Committee.

(I) Reported:

That the Collaborative Provision Committee no longer operated as a sub-committee of the Academic Quality and Standards Committee and now reported directly to Senate.

(II) Agreed:

That the revised terms of reference, constitution and membership be endorsed.

23. XJTLU**Reported:**

a) That the following programmes for delivery at XJTLU had been approved on Chair's Action, on completion of amendments as stipulated by the Committee: MSc Business Analytics; MSc Financial Computing; MSc Media and Communication; and BEng Architectural Engineering.

b) That the Committee had received an update on progress made on the Action Plan agreed after the Annual Monitoring Visit (AMV) in November 2014. Good progress had been made by XJTLU and the ongoing actions would form the basis of the next AMV in December 2015.

24. APPROVALS SUB-PANEL/PROGRAMME APPROVALS PANEL**Reported:**

That the Collaborative Provision Committee had agreed that an Approvals Sub-Panel should be established to scrutinise collaborative programmes before submission to the Committee for approval. The Committee would receive summary reports and recommendations from the Sub-Panel, rather than the full programme documentation. It was suggested that a single, central panel should review both collaborative and internal programmes. The rationale for this included making the programme approvals process more responsive by removing the need to wait for the next Committee meeting, and freeing up time for attention to be given to other important matters. The Quality Assurance Process Review Group was currently considering the full implications and would bring recommendations back to the Academic Quality and Standards Committee, Collaborative Provision Committee and Senate for approval.

25. DUE DILIGENCE PANEL**Reported:**

That the Due Diligence Panel had agreed to recommend that the Senior Executive Group approve a proposal to establish a new partnership with Prescribing Support Services (an independent NHS medicines management provider) for the delivery of credit and non-credit-bearing Continuing Professional Development courses in Anticoagulation Therapy.

26. TRUMAN BODDEN LAW SCHOOL, CAYMAN ISLANDS – AGREED FEE INCREASES**Reported:**

That agreement had been reached with the Truman Bodden Law School over the fees structure until the academic year 2018-19, in order to bring it in line with other collaborative partners. The fees had been increased by 5% for 2015-16, with further sequential increases to follow in 2016-17, 2017-18 and 2018-19.

27. CURRICULUM MAPPING FOR STUDENT EXCHANGES**Reported:**

That the Collaborative Provision Committee had agreed that the curriculum mapping process designed for XJTLU student exchanges should also be incorporated into the standard Study Abroad procedures.

28. LAUREATE ONLINE EDUCATION ANNUAL MONITORING VISIT**Reported:**

That the Collaborative Provision Committee had received the full report from the Annual Monitoring Visit to Laureate Online Education. The recommendations had already been submitted to, and approved by, the Collaborative Provision Sub-Committee on 30 June 2015. The Committee approved the report and noted that an Action Plan would be drafted and submitted to it in due course, whilst progress on the agreed actions would be monitored by the Online Programmes Operational Group.

29. JOINT LIAISON GROUPS**Reported:**

That the Committee had received reports from the following Joint Liaison Groups: Istanbul Bilgi University; International Medical University, Malaysia; and XJTLU.

OTHER ITEMS FOR APPROVAL/ENDORSEMENT**ACTION TAKEN BY THE VICE-CHANCELLOR ON BEHALF OF THE SENATE**

30. The Senate received a report outlining action which had been taken on its behalf by the Vice-Chancellor.

31. CREATION OF ATHENA SWAN STUDENT PRIZES**(I) Reported:**

- a) That, acting on behalf of the Senate, the Vice-Chancellor had agreed to recommend approval of a request received from the School of Electrical Engineering, Electronics and Computer Science to create the following new student Prizes:

From 2014-15

Prize Title:	Athena SWAN Computer Science Student Prize
Prize Description:	Awarded for contributions to promote increased participation of women in Computing
Prize Money:	£50 from Athena SWAN School Budget

From 2015-16

Prize Title:	Athena SWAN Electrical Engineering and Electronics Student Prize
Prize Description:	Awarded for contributions to promote increased participation of women in Engineering
Prize Money:	£50 from Athena SWAN School Budget

- b) That the President of the Council, acting on the Council's behalf, had approved the above recommendation.

(II) Agreed:

That the above action taken by the Vice-Chancellor on behalf of the Senate be endorsed.

32. REVISION TO POLICY ON RESEARCH DEGREE EXAMINATIONS AND EXAMINERS**(I) Reported:**

That, acting on behalf of the Senate, the Vice-Chancellor had agreed to approve the inclusion of the following additional text in the Policy on Research Degree Examinations and Examiners in order to clarify that reasonable adjustments could be made to vivas:

2.11 Candidates who declare a disability (including long term medical condition) to their School/Institute Director of PGR Studies (SDPR/IDPR) may be entitled to reasonable adjustments. The candidate should be advised to contact the Disability Support Team to discuss potential reasonable adjustments. Reasonable adjustments must be approved by the DST and the SDPR/IDPR. If the candidate does not think that the proposed adjustments are reasonable s/he should use the reasonable adjustments complaints process set out in the Policy and Procedures Regarding Reasonable Adjustments and Support for Disabled Students.

(II) Agreed:

That the above action taken by the Vice-Chancellor on behalf of the Senate be endorsed.

33. REVISION TO ORDINANCE 20 (ASSIGNMENT OF DEGREES TO THE FACULTIES AND THE AFFILIATED INSTITUTIONS)**(I) Reported:**

a) That, acting on behalf of the Senate, the Vice-Chancellor had agreed to recommend approval of the inclusion in Ordinance 20 (Assignment of Degrees to the Faculties and the Affiliated Institutions) of the award of 'Executive MSc' as a degree of the Faculty of Humanities and Social Sciences with effect from September 2015. The award was required for a new programme, 'Executive MSc International Trade Compliance', to be delivered from 2015-16.

b) That the President of the Council, acting on the Council's behalf, had approved the above recommendation.

(II) Agreed:

That the above action taken by the Vice-Chancellor on behalf of the Senate be endorsed.

34. REQUEST TO NAME THE PERSONAL CHAIR HELD BY PROFESSOR BLAIR GRUBB**(I) Reported:**

a) That, acting on behalf of the Senate, the Vice-Chancellor had agreed to recommend approval of a request received from the Faculty of Health and Life Sciences that the title of 'Professor of Life Sciences' be allocated to the Personal Chair held by Professor Blair Grubb.

b) That the President of the Council, acting on the Council's behalf, had approved the above recommendation.

(II) Agreed:

That the above action taken by the Vice-Chancellor on behalf of the Senate be endorsed.

35. SENATE APPOINTMENTS TO COMMITTEES**(I) Reported:**

That, acting on behalf of the Senate, the Vice-Chancellor had agreed:

Joint Committee on Honorary Degrees

That Professor Ronan McGrath be re-appointed as a member for the period from 1 October 2015 to 31 July 2018.

Standing Committees for Personal Chairs and Readerships

That Professor Gary Cook be re-appointed as the Faculty of Humanities and Social Sciences representative for the period from 1 October 2015 to 31 July 2018.

That Professor Robert Kronenburg be appointed as the alternate Faculty of Humanities and Social Sciences representative for the period from 1 October 2015 to 31 July 2018.

That Professor Paula Williamson be appointed as the Faculty of Health and Life Sciences representative for the period from 1 October 2015 to 31 July 2018.

That Professor Sarah O'Brien be appointed as the alternate Faculty of Health and Life Sciences representative for the period from 1 October 2015 to 31 July 2018.

That Professor Wiebe Van Der Hoek be appointed as the Faculty of Science and Engineering representative for the period from 1 October 2015 to 31 July 2018.

Assessment Appeals Committee

That Dr Claire Moxham be appointed as a member for the period from 1 October 2015 to 31 July 2018.

Board of Discipline

That Professor Ian Jack be appointed as a member for the period from 1 October 2015 to 31 July 2016.

That Professor David Shaw be re-appointed as a member for the period from 1 October 2015 to 31 July 2018.

Board of Appeal

That Professor Ronan McGrath be re-appointed as a member for the period from 1 October 2015 to 31 July 2018.

That Professor Debra Morris be appointed as a member for the period from 1 August 2015 to 31 July 2018.

Research Degree Appeals Board

That Professor Kate Marsh be appointed as a member for the period from 1 October 2015 to 31 July 2018.

That Professor Jeremy Smith be appointed as a member for the period from 1 October 2015 to 31 July 2018.

Senate Committee on the Progress of Students

That Professor Anu Arora be re-appointed as Chair for the period from 1 October 2015 to 31 July 2018.

(II) Agreed:

That the above action taken by the Vice-Chancellor on behalf of the Senate be endorsed.

36. AMENDMENTS TO POLICY ON STUDENT CONDUCT AND DISCIPLINE - CHAIR OF THE BOARD OF DISCIPLINE**(I) Reported:**

- a) That, acting on behalf of the Senate, the Vice-Chancellor had approved the following amendments to paragraph 9b) of the Policy on Student Conduct and Discipline:

The Chair of the Board of Discipline will normally be the Pro-Vice-Chancellor for ~~Student Experience~~ Education or, ~~another Pro-Vice-Chancellor of the University appointed by the Senate for a period of three years to act as an alternate Chair~~ where s/he is unable to Chair a hearing, any one of the six professorial members of the Board of Discipline, nominated by the Pro-Vice-Chancellor for Education or by the Vice-Chancellor.

- b) That this change allowed greater flexibility to arrange hearings in a timely manner where the Pro-Vice-Chancellor for Education's diary did not permit him to act as Chair.

(II) **Agreed:**

That the above action taken by the Vice-Chancellor on behalf of the Senate be endorsed.

OTHER ITEMS FOR REPORT

37. **ACADEMIC STRATEGIC REVIEW REPORTS AND ACTION PLANS**

The Senate received, via the Senate members' intranet, the following Academic Strategic Review reports and action plans:

2014-15 Review	School of the Arts	Final Report and Action Plan
2014-15 Review	School of Physical Sciences	Final Report and Action Plan
2013-14 Review	Institute of Translational Medicine	Update Report
2013-14 Review	School of Environmental Sciences	Update Report

Agreed:

That the reports be noted.

38. **DATE OF NEXT MEETING**

Reported:

That the next meeting of the Senate would be held on Wednesday 20 January 2016 at 2pm.

Appendices

¹ Ipsos MORI presentation on outcomes of Green Paper consultation exercise.