

MEETING OF THE SENATE

2 NOVEMBER 2016

Present: The Vice-Chancellor (in the Chair), the Deputy Vice-Chancellor, Pro-Vice-Chancellors Professor Birch and Professor Brown, Executive Pro-Vice-Chancellors Professor Badcock and Professor Beveridge, Professors Atkinson, Balogun and Barr, Dr R Bearon, Dr K Bennett, Professors Caddick, Chalus and Clegg, Dr C Constantinescu, Professors Cunliffe and Dougan, Mrs E Eades, Dr S Edwardson, Professor Elsheikh, Dr S Finnegan, Professors Foxhall and Gabbay, Dr B Gibbon, Professors Gibson, Grubb, Herzberg, Hollander, Langfeld and Mair, Dr F Marret-Davies, Professors Marshall, McGowan, McGrath, Morris, Poole, Robinson and Shirazi-Beechey, Dr L Swan, Professor Tackley, Dr S Tufi, Dr G Turner and Professor Van der Hoek.

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

In attendance: The Head of Strategic Planning, the Head of Corporate Governance and Support, and the Governance Co-ordinator.

Apologies for absence were received from 13 members of the Senate.

1. **Welcome to New Members**

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

Level 1 Heads and elected members

Professor Katie Atkinson
Dr Rachel Bearon
Dr Kate Bennett
Professor Elaine Chalus
Dr Corina Constantinescu
Professor Rick Cosstick
Professor Michael Dougan
Dr Stephen Finnegan
Dr Bernard Gibbon
Professor Bruce Gibson
Professor Kurt Langfeld
Professor Cathy McGowan
Dr Laura Swan
Professor Catherine Tackley
Dr Stefania Tufi

Student members

Oba Akinwale
Flavia Alves
Catriona Campbell
Yasmin Gasimova

Ananda Mohan
Sean Turner
Xaiolei Yang

2. Committee and Membership Matters

2.1 Roles and Responsibilities in Relation to Diversity and Equality

RECEIVED and NOTED:

- i. A statement agreed as part of the University's Diversity and Equality Framework which makes clear the role of committees in ensuring appropriate approaches to diversity and equality are embedded in the way the University conducts its business.

2.2 Statement of Policy and Procedure on Disclosure of Interest

RECEIVED and NOTED:

- i. The University's Statement of Policy and Procedure on Disclosure of Interest.

2.3 Disclosures of Interest

Members were asked to disclose any interest that could give rise to conflict in relation to any item on the agenda. No such interests were disclosed.

3. Minutes of the Previous Meeting

AGREED:

- i. The unreserved minutes of the meeting of the Senate held on 29 June 2016 as an accurate record.

VICE-CHANCELLOR'S REPORT

4. Honours and Appointments

REPORTED:

- i. The Royal College of Veterinary Surgeons had awarded its highest level of membership to Professor Susan Dawson from the Institute of Veterinary Science, and to Professor Peter Clegg and Dr Mandy Peffers from the Institute of Ageing and Chronic Disease, for their exemplary contribution to knowledge.
- ii. Dr Nicoletta Leonardi from the School of Environmental Sciences had been awarded an Italian National Academy of Sciences Award for her studies on the Venice Lagoon.

- iii. Professor Jon Tonge from the School of Histories, Languages and Cultures had been appointed President of the British Politics Group of the American Political Science Association.
- iv. Professor Rachel Williams and Professor Colin Willoughby from the Institute of Ageing and Chronic Disease had received Engineering and Physical Sciences Research Council awards for their research into a progressive eye condition.

5. Brexit

REPORTED:

- i. The University would continue to charge home fees for current EU students for the duration of their studies as well as those registering in 2017, even if their studies take them beyond the date when the UK exits the EU. The Government had confirmed that these students will also be able to access the national home student loan system for the duration of their degree. Beyond this, there continued to be uncertainty.
- ii. Applications from EU students had dropped by 9% across the sector.
- iii. The Government had guaranteed to back existing EU-funded research projects even if they continue past the date when the UK exits the EU.

6. Higher Education and Research Bill

REPORTED:

- i. Scrutiny of the Higher Education and Research Bill in the House of Commons was now nearly complete. It would then move into the House of Lords for further scrutiny.
- ii. UUK continued to lobby on several key issues and Senate would be kept informed as matters develop.

STRATEGIC MATTERS FOR DISCUSSION/DECISION

7. Strategy 2026 Implementation

RECEIVED:

- i. A presentation¹ covering:
 - The University's Mission and Vision
 - Strategy 2026 implementation and reporting
 - Overarching Strategy priorities and achievements
 - Changes in the external environment
 - Research and Impact, Education and Professional Services priorities, targets and achievements

- The performance framework.
- ii. A demonstration of the new performance reporting dashboards.

AGREED:

- iii. Whilst recognising that there was still development work to be undertaken, the performance dashboards should be launched as soon as possible to facilitate planning.

8. Teaching Excellence Framework

RECEIVED:

- i. A presentation from the Pro-Vice-Chancellor for Education on the Government's Teaching Excellence Framework (TEF).

NOTED:

- ii. The purpose of the TEF was to:
- Better inform students about what and where to study
 - Raise esteem for teaching
 - Recognise and reward excellent teaching
 - Better meet the needs of employers, business, industry and the professions
 - Recognise those institutions that do the most to welcome students from a range of backgrounds and support their retention and progress on to further study or a graduate job.
- iii. A pass/fail judgement had been made for Year 1 of the TEF – the University had passed on the basis of its Access Agreement and successful QAA Higher Education Review outcome and fees could be raised by 2.8% from 2017. From Year 2 onwards the judgement would be Gold, Silver or Bronze. The submission deadline for Year 2 was the end of January 2017, with a decision expected in May 2017.
- iv. For Years 1 to 3 the judgement would be at institutional level. From Year 4 onwards the judgements would be at discipline level, with pilots to be held during Year 3 – the Pro-Vice-Chancellor for Education had been appointed to a Working Group providing input to the design of this. He had also been appointed as a TEF Assessor.
- v. The assessment process would be undertaken in two steps. Step one would involve a panel considering performance against the following six aggregated metrics compared to benchmarks:
- NSS – Teaching on my course
 - NSS – Assessment and feedback
 - NSS – Academic support
 - HESA – Non-continuation
 - DLHE – Graduates in employment or further study

- DLHE – Graduates in highly skilled employment or further study.

From this, an initial judgement would be made based on metrics being flagged if they are plus or minus 2% from the benchmark. Three positive flags and no negative flags would lead to an initial judgement of Gold, two negative flags to Bronze and everything else to Silver. The second step of the process would entail the analysis of split metrics (e.g. trajectory and performance of student cohorts, particularly WP groups), together with assessment of an institutional written submission. An initial judgement could be revised if the evidence supported this. From Year 2, awards could last a maximum of three years.

- vi. TEF Year 2 predictions for the Russell Group were nine Bronze, eleven Silver and four Gold awards.
- vii. Postgraduate provision would not be in scope until Year 4 at the earliest.
- viii. It was more difficult for large universities to exceed their benchmarks.
- ix. The Government was interested in additional metrics after Year 2, including longitudinal educational outcomes, weighted contact hours and, eventually, learning gain.
- x. As part of Strategy 2026, the University already had in place clear plans around student experience, retention, success and employability.
- xi. There were a number of uncertainties around the TEF including in relation to school sponsorship as part of Access Agreements, the potential boycott of the National Student Survey by the National Union of Students, and how recruitment of international students might be linked to the TEF.

AGREED:

- xii. The presentation should be circulated to members to facilitate discussion with colleagues.

REPORTS OF THE SUB-COMMITTEES

Postgraduate Research Committee

9. The Senate received a report on the meeting of the PGR Committee held on 27 September 2016.

10. PGR Periodic Review

REPORTED:

- i. The PGR Committee had received a paper on the issues arising from PGR Periodic Reviews conducted in 2015-16 and had approved significantly revised versions of

the PGR Periodic Review guidance, self-evaluation template and aide-memoire document.

- ii. The PGR Committee had agreed that:
 - Examiner report templates and guidance on corrections should be revised in order to make them clearer. A working group should be established to oversee the project.
 - The issue of independent chairs should be revisited in the future in order to evaluate if they should be used more widely.
 - There was no need to adopt University/Faculty Boards of Examiners.
 - Consistency of reporting should be a standing item on the PGR Committee agenda. A report of PGR external examiner reports should be considered at PGR Committee.

11. PGR Annual Review Process

REPORTED:

- i. The PGR Committee had received a revised PGR Annual Review Process document, report template and action list template.
- ii. The PGR Committee had agreed that:
 - Section 5 of the template should be reworded and collaborative provision should be done separately from the School reports as some provision was cross-School/Faculty.
 - A section on Recruitment should be added to the Postgraduate Annual Review Process document.

Education Committee

12. The Senate received a report on the meeting of the Education Committee held on 19 October 2016.

13. Revised Terms of Reference, Constitution and Membership 2016-17

RECEIVED:

- i. The Education Committee's revised terms of reference, constitution and membership for 2016-17.

REPORTED:

- ii. The main revisions included additional members, the slight rewording of paragraph g, and an additional sentence which sought to highlight the work the Committee undertakes in reviewing student outcomes as part of its assurance to Council.

- iii. Given the content of the new strategy and the evolving remit of the Education Committee, previously co-opted members would be invited to join as full-time members.

AGREED:

- iv. The revised terms of reference, constitution and membership for 2016-17 should be endorsed.

14. Education Action Plan

REPORTED:

- i. The Education Committee had received a paper providing information on the link between the Education Strategy and Action Plan and the PPC, together with outline potential approaches for cohort reporting.
- ii. Strategic Planning had been asked to determine the feasibility of providing an annual report detailing the experience and achievements of a cohort of students from a particular course.
- iii. Monitoring the progression of students would allow the University to target support where required. Cohort reporting would also link to the HEFCE requirement of monitoring student outcomes and be useful for analysing international partnerships.

15. Updates from Education Plan Theme Leads

REPORTED:

- i. The Education Committee had received a paper providing an update on the progress being made within each of the programmes of work identified through the Education Strategy.
- ii. The Education Strategy comprised nine linked programmes of work, delivering between them over 70 supporting activities. Eight of the nine programmes would be overseen by the Education Advisory Group, and in turn by the Education Committee. Consideration would be given to how the Committee could communicate progress more widely.
- iii. The Liverpool Guild of Students would be fully involved in relevant discussions.

16. Institutional Survey Results 2016 – NSS/PTES/UKES

REPORTED:

- i. The Education Committee had received a presentation on the institutional survey results for 2016.

National Student Survey (NSS)

- ii. The University had improved its overall performance in the latest NSS with overall satisfaction increasing to 87%, a rise of 2% compared with 2015. This meant the University was now at the Russell Group and North West HEI mean.
- iii. Around 3800 free text comments had been received, with roughly an equal split between positive and negative responses.

Postgraduate Taught Experience Survey (PTES)

- iv. The University had experienced a steady decline in overall satisfaction from 86% in 2014 to 79% in 2016. Response rates to the survey had also declined. The PTES survey also had its limitations with regard to benchmarking data, as institutional results were not shared.

UK Engagement Survey (UKES)

- v. The University had scored 79% for overall satisfaction. However the overall satisfaction by year group displayed a steady decline from first year (84%), to third year (72%). This would need to be explored further.
- vi. 15,000 invitations to the survey had been sent out focusing on non-final year students, with a response rate of just less than 10%. The University of Liverpool and the University of Sheffield had been the only members of the Russell Group to take part in the survey.
- vii. The NSS, PTES and UKES feedback would be considered collectively alongside any other student feedback and would help inform Enhancement Plans for 2016-17.
- viii. Given the low engagement with PTES, consideration would be given to whether an alternative survey could be utilised. There had been suggestions that the NSS might look into replicating a similar survey for the PG market. There had also been some discussion regarding a potential Russell Group survey.

17. A Plan for Enhanced Careers and Employability Service Support to Postgraduate Taught Students**REPORTED:**

- i. The Education Committee had received and endorsed a paper detailing a proposed plan for enhanced Careers and Employability Service (CES) support for PGT students.
- ii. The latest Destination of Leavers from Higher Education (DLHE) data showed a drop in the percentage of the University's PGT students in employment or further study and a rise in the percentage of unemployed, in comparison with previous years. However, a more encouraging outcome was that, of those in employment, a higher

percentage were in graduate level employment than in any of the previous three years.

Research and Impact Committee

18. The Senate received a report on the meeting of the Research and Impact Committee held on 20 October 2016.

19. Public Engagement Strategy and Delivery Plan

RECEIVED:

- i. A draft Public Engagement Strategy and Delivery Plan for submission to RCUK and adoption by the University.

REPORTED:

- ii. In REF2014, Public Engagement had been identified as a means of creating and sustaining impact. Public Engagement was expected to be more centrally embedded in definitions of impact in REF2021.
- iii. The document described the University's plans for a more strategic and co-ordinated approach to Public Engagement with Research (PER). It had been developed through the following activities: an online researchers' survey, focus group meetings, the Strategy 2026 consultation exercise and meetings with academics and professionals around the University.
- iv. The University's strategy for Public Engagement would focus on:
 - Partnerships with public groups, leading to public benefit.
 - The engaged research environment – the full embedding of PER within the University.
 - Engagement of young people and their educators with the University's research.
 - Developing public ownership of the PER model, through a public advisory committee.
 - A commitment to a sustainable delivery plan for PER.
- v. The Research and Impact Committee had agreed to recommend that the Public Engagement Strategy and Delivery Plan should be approved.

AGREED:

- vi. The draft Public Engagement Strategy and Delivery Plan should be approved.

20. Impact

REPORTED:

- i. The Research and Impact Committee had received a paper providing information on the University's approach and activities in relation to impact.
- ii. An Impact Framework had been developed to provide clarity on the University's approach and, as a result, the impact agenda had gained momentum.
- iii. Areas that were working well included: engaging with external organisations through collaborative research/contract research and consultancy; creating, maintaining and linking networks and identifying 'caseload'; and targeting appropriate support. Ongoing challenges included support for Pathways to Impact; recognition and award; quantity to quality and how reach and significance could be accurately assessed in 3*/4* terms; and what impacts the University was still missing (i.e. gaps in engagement).
- iv. The Research and Impact Committee had endorsed the approach.

21. Stern Review

REPORTED:

- i. The Research and Impact Committee had received a paper on the Stern Review and the current environment relating to REF2021 and its impact on internal planning.
- ii. The outcome of Lord Stern's review of research assessment had been published on 29 July 2016 and it included a set of recommendations that were currently being considered by the UK funding bodies. The next stage would be a Government consultation with HEFCE, which was expected to commence in November and take 12-14 weeks. At this point in the process, there was still a great deal of uncertainty regarding what specific policies would be implemented for REF2021.
- iii. A key concern was the lack of portability of outputs between institutions.

22. Peer Review College

REPORTED:

- i. The Research and Impact Committee had received a paper raising awareness of the activities of the Peer Review College (PRC) and its role in enhancing the research environment.
- ii. The PRC had enhanced the quality of research funding applications and improved the outcomes of applications. Processes managed by the PRC since its inception included successful bids for a £10m Leverhulme Research Centre and £1m for a NERC Artic Call grant.

- iii. The next steps would be to set up a new PRC Advisory Group to oversee activities during 2016-17, supported by a new dedicated co-ordinator in Research Policy.

23. Revised Intellectual Property Policy

RECEIVED:

- i. A proposed update of the University's Intellectual Property (IP) Policy.

REPORTED:

- ii. Revisions to the University's IP Policy included:
 - Greater clarity on the scope of the document and ownership of IP.
 - Greater transparency on the role of creators and their responsibilities in the process.
 - Greater transparency on the role of Liverpool IP/Business Gateway and the Enterprise Board as a decision-making body.
 - Update of the incentivisation/revenue sharing scheme to reflect best practice within the sector, and to promote inter and cross disciplinary collaboration.
 - Inclusion of a section on change of creator status and a section on disputes and how they would be handled – these were significant gaps in the existing policy.
- iii. The Policy had been considered by Enterprise Board, and revised in accordance with the Board's comments.
- iv. The Research and Impact Committee had agreed to recommend to the Planning and Resources Committee that the Policy should be approved. It had also agreed that the Policy should be revisited once the outcomes of the Stern Review consultation are known.

OTHER ITEMS FOR APPROVAL/ENDORSEMENT

24. Procedures for Protecting the Interests of Students in the Event of Major Disruption

RECEIVED:

- i. Annex Two to Appendix D of the Code of Practice on Assessment (CoPA) – Procedures for Protecting the Interests of Students in the Event of Major Disruption – which had previously been circulated to members in May 2016 and thereafter approved by Chair's action on behalf of the Senate.

REPORTED:

- ii. The Annex had been proposed in order to mitigate any negative impact on the student experience arising from major disruption. The timing of this had been prompted by a call for industrial action, but it was considered that the Annex would be a beneficial addition to the CoPA for use during any form of major disruption.

- iii. At the time of the original circulation concerns had been raised by three members of Senate regarding the operationalisation of, and the principles set out in, the Policy. These concerns had been considered before the final version of the Annex was put forward for approval by Chair's action and an undertaking was made to bring the Policy back to Senate for full discussion in order to agree any amendments that might be necessary when the CoPA is reviewed later in the session.
- iv. The Annex had worked effectively during the summer assessment period. The University Board of Examiners had been convened to approve the actions proposed by one School following the resignation of an external examiner.
- v. A review of the PGR assessment regulations was currently being undertaken to ensure that there is appropriate provision for PGR assessment in the event of major disruption and this would be brought to Senate in due course.

AGREED:

- vi. No changes were necessary at this time.

ACTION TAKEN BY THE VICE-CHANCELLOR ON BEHALF OF THE SENATE

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

26. Senate Appointments to Committees**REPORTED:**

- i. Acting on behalf of the Senate, the Vice-Chancellor had agreed that:

The following be appointed as members of the Joint Committee on Honorary Degrees, for the period from 1 August 2016 to 31 July 2019:

Professor Frank Shovlin

Professor Dame Margaret Whitehead

Professor Andy Plater

Professor Janet Hooke be re-appointed as the alternate Faculty of Science and Engineering representative on the Standing Committees for Personal Chairs and Readerships for the period from 1 August 2016 to 31 July 2019.

OTHER ITEMS FOR REPORT**27. Q4 Performance Report****RECEIVED and NOTED:**

- i. A report providing a high level view of Quarter 4 performance at the institutional level against the existing KPIs and SPIs that relate closely to those being developed as part of the new Strategy 2026 performance framework.

28. HEFCE Annual Provider Review

RECEIVED:

- i. An update from the Pro-Vice-Chancellor for Education on HEFCE's new model of quality assessment, Annual Provider Review (APR). A briefing paper was also circulated to members following the meeting.

NOTED:

- ii. The APR formed part of the University's submission to HEFCE in the Annual Accountability Return.
- iii. There would no longer be six yearly scheduled reviews undertaken by the QAA, but annual returns, based on a series of metrics, returned to HEFCE. However, unsatisfactory judgements might still lead to a QAA review.
- iv. APR was linked to TEF. If an institution fails the APR, it would not be eligible to receive a TEF rating.
- v. As part of APR, Council was expected to confirm that:
 - It has received and discussed a report and action plan relating to the continuous improvement of the student academic experience and student outcomes.
 - The methodologies used as a basis to improve the student academic experience and student outcomes are, to the best of its knowledge, robust and appropriate.
 - The standards of awards for which the University is responsible have been appropriately set and maintained.
- vi. A significant amount of activity was undertaken throughout the academic year that underpins Council's assurance of academic quality and standards at the University. The majority of this activity was delegated from Senate to the relevant committees within the governance structure.

29. Date of Next Meeting

NOTED:

- i. The next meeting of the Senate would be held on Wednesday 25 January 2017 at 2pm.

Appendices

¹ Strategy 2026 Implementation Presentation

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MEETING OF THE SENATE

2 NOVEMBER 2016

Part II: Reserved Business

30. Minutes of the Previous Meeting

AGREED:

- i. The reserved minutes of the meeting of the Senate held on 29 June 2016 as an accurate record.

ACTION TAKEN UNDER DELEGATED POWERS IN RELATION TO ACADEMIC MATTERS

31. Students' Individual Academic Arrangements

RECEIVED:

- i. Via the Senate members' intranet, a report on actions notwithstanding the Ordinances and Regulations in respect of students' individual academic arrangements which had been approved by the Pro-Vice-Chancellor for Education¹.

AGREED:

- ii. That the action taken in respect of the students listed should be endorsed.

32. Appointment of XJTLU External Examiners

RECEIVED:

- i. Via the Senate members' intranet, a report on the appointment of external examiners at Xi'an Jiaotong-Liverpool University which had been approved by the head of subject at UoL and the Pro-Vice-Chancellor for Education².

AGREED:

- ii. That the appointment of the external examiners listed should be endorsed.

33. Report on the Appointment of Academic Staff

RECEIVED:

- i. Via the Senate members' intranet, a report on the appointment of academic staff³.

Appendices

¹ Report on actions notwithstanding Ordinances and Regulations in relation to students' individual academic arrangements

- 2 Report on the appointment of external examiners at Xi'an Jiaotong-Liverpool University
- 3 Report on the appointment of academic staff