



The
University
Of
Sheffield.

University
Secretary's
Office.

Minutes

Meeting of the Senate

Date:

21 March 2018

Present:

The President & Vice-Chancellor, in the Chair

Mr A Ahmed, Ms S Allen, Mr M Ashman, Professor K Ayscough, Professor P Bath, Mr C Blackmore, Dr L Blank, Professor C Brandist, Professor J Brazier, Professor C Buck, Mr S Buckley, Professor D Coca, Ms J Coley, Ms E Cordell, Professor P Crowther, Dr J Dickinson, Professor H Dobson, Professor B Gibson, Miss S Gopalakrishnan, Dr P Gould, Professor J Grasby, Professor J Gray, Professor D Hadley, Professor J Harrison, Professor J Haycock, Professor T Hervey, Dr E Hock, Mrs A Horn, Professor R Horn, Professor D Hornby, Professor M J Hounslow, Mr J Huddleston, Professor R F W Jackson, Ms H Johnstone, Dr J Kirby, Dr W Kitchen, Mr Y Maharem, Professor L Maltby, Mr K Maxwell, Mr S McMillan, Professor R K Moore, Mr R Morgan, Professor W Morgan, Dr C Murdoch, Dr S D North, Professor D Oglethorpe, Miss E Packham, Dr S Paisley, Professor D Petley, Professor A Piette, Professor S Pitts, Dr C Priede, Mr M Rapier, Dr E Simpson, Mr R Simpson, Professor N Sims, Professor M Siva-Jothy, Mr M Soloman, Mr R Sykes, Mrs N Talbot, Professor G Valentine, Professor M Vincent, Professor R von Fay-Siebenburgen, Dr M Wainwright, Professor G Waller, Professor S Walters, Mr R Ward, Professor M A Warren, Mr D Whittaker, Professor N Williams, Professor M Winter, Professor E A Wood, Professor P Wright.

Secretary:

Dr T Strike

In attendance:

Mrs R Arnold, Mr M Borland, Mrs K Clements, Mr A Dodman, Mr A Gilbert, Ms S M Stephens, Mr D Swinn, Mr L Wild, Ms T Wray, Mr I D Wright.

Apologies:

The Senate received apologies from 26 members.

WELCOME

The President & Vice-Chancellor welcomed members to the meeting.

DEATHS

The Senate noted with regret the following deaths, which had occurred since the last meeting:

Jeffery Barrs, a member of staff within the Department of Finance from 1965 to 1988. Aged 88.

Malcolm Clements, Senior Lecturer in the Department of Civil and Structural Engineering, and a member of staff from 1957 to 1982. Aged 97.

Mohammed Elashry, current undergraduate student in the School of Architecture. Aged 20.

Kathleen Grainger, Food Production Assistant in Accommodation and Commercial Services, and a member of staff from 1976 to 2017. Aged 67.

Emeritus Professor Bob Hale, Professor in the Department of Philosophy, and a member of staff from 2006 to 2015.

Karan Nanwani Nanwani, current undergraduate student in the Department of Mechanical Engineering. Aged 19.

Dr John Roberts, a Senior Research Scientist in the Department of Electronic and Electrical Engineering, and a member of staff from 1980 to 2009. Aged 68.

Pamela Scholey, Catering Assistant in Accommodation and Commercial Services, and a member of staff from 1994. Aged 58.

Rory Shanahan, current undergraduate student in the Department of Automatic Control and Systems Engineering. Aged 22.

Eileen Simpson, a member of staff within the Department of Finance from 1995 to 2007. Aged 74.

Audrey Stapley, a member of staff in the Hispanic Studies Department from 1974 to 1991. Aged 92.

Hazel Usherwood, a member of staff in the University Library from 1984 to 2001. Aged 78.

Members stood in memory.

1. VICE-CHANCELLOR'S PRESENTATION AND REPORT

The Senate received a verbal presentation from the President & Vice-Chancellor (P&VC), in which attention was drawn to the following points:

- (a) Changes to the Sector: The sector was going through a very significant change with the move to a regulated market with a regulator in the form of the Office for Students (OfS), which would most likely see the culture of the sector change. The University was working on activities associated with this change to a sector regulator, for example preparing its application to go on the Register of Providers.
- (b) Tuition Fees: There was speculation that the Review of Post-18 Education and Funding could see the maximum tuition fee for arts and humanities subjects reduced to £6k, and an increase in the maximum the tuition fee for STEM subjects.
- (c) International: A group of the University's students were refused entry at the border on a recent visit to India. It appeared to be more challenging to undertake fieldwork abroad and for UK universities to recruit foreign nationals. The University's international students did not believe the country was securing a good position regarding Brexit.
- (d) Industrial Dispute: The P&VC had called, along with other Vice-Chancellors, for an independent valuation of the Universities Superannuation Scheme (USS) and for a more transparent process. The P&VC had advised the Finance Committee of his view that there should be no preconditions on the negotiations and that the University should be willing to pay what was

required to get staff back to work, whilst being sustainable for the University. In the P&VC's opinion it would be important to reach a settlement as quickly as possible. The dispute was a difficult situation which would be worked through with colleagues and the University and College Union. The P&VC thanked members of Senate for their collegiate and civilised approach to this issue. The Vice-President (Education) outlined activity to reduce the impact the industrial action could have on students. This included sharing as much information as possible with students and Heads of Departments, with a student liaison member of staff identified within each department. The University would be operating on the principle that given the impact could vary amongst student groups responses by departments at a local level, with support, would be more effective than a centralised approach.

Discussion focussed on the industrial dispute and included the role of the USS trustees; the wide range of the valuation; the need for transparency in the valuation process; and the need to discuss with the Pensions Regulator how to best move forward on this issue. The P&VC would be meeting with Heads of Departments, and with the UCU and student representatives on 23 March.

2. MINUTES OF THE MEETING HELD ON 13 DECEMBER

The Minutes of the meeting held on 13 December 2017, having been circulated, were approved as an accurate record.

3. MATTERS ARISING ON THE MINUTES

There were no matters arising.

4. MATTERS REQUIRING APPROVAL

Senate received and noted a summary of the matters within the Reports from Committees of the Senate and Other Matters sections of the Agenda for which Senate's formal approval was sought.

5. FUTURE STRUCTURES TO UNDERPIN PGR STUDENT PROVISION

Senate received and approved the Report, including approval of proposals for future structures to underpin postgraduate research student provision. A hub and spoke model was proposed. The hub would consist of a doctoral committee chaired by the Deputy Vice-President (R&I) and the spokes would consist of the five Faculties and the International Faculty.

Attention was drawn to the following points:

- The Review of Research Support conducted in 2016/17 which reported a lack of understanding and clarity for both staff and students of the purpose and remit of the Doctoral Academy.
- The role of the hub would provide leadership for, and development of, PGR strategy and policy
- The role of the spokes would provide leadership for the implementation of PGR strategy and policy.

Senate discussed the role Professional Services staff would have in the structure and it was envisaged the central committee would have a Professional Services representative. Senate recognised the opportunity PGR study provided to experience a cross-fertilisation of ideas beyond a discipline or faculty boundary and the implementation of the structure would need to be cognisant of this.

6. INTERIM REPORT FROM SENATE EFFECTIVENESS REVIEW

Senate received a report and presentation and endorsed the proposed direction of travel, which included: Senate needing to receive information in a way that enabled it to provide assurances to Council; establishing an independent committee of Senate to interrogate and scrutinise information on academic quality and standards, and to provide assurances and raise issues to Senate; and indications from a survey of members of Senate that there could be enhancements to the way Senate currently operated and that there was an appetite for positive change.

Members of Senate took part in an interactive presentation by providing answers to a series of questions on members' knowledge and understanding of Senate.

Members of Senate were invited to take part in one of the Senate Effectiveness Review Focus Groups. A final report was due to the Senate on 20 June and to the Council from Senate on 9 July.

7. LEARNING AND TEACHING STRATEGY: TEACHING EXCELLENCE

Senate received a presentation on the Teaching Excellence and Student Outcomes Framework (TEF) and endorsed the University resubmitting to institution-level TEF in 2019. Attention was drawn to the University's Silver award from last year which was valid to June 2020. TEF would be mandatory from 2019/20 within new Higher Education regulatory framework. Resubmission in 2019 would possibly enable the University to extend its existing award for a further three years. The TEF Steering Group would be reconvened. A consultation was underway on the Subject-level TEF, for introduction in 2019/20 (Year 5). Subject-level TEF would use 35 'subjects', based on level 2 of HESA Common Aggregation Hierarchy.

Senate requested that Subject-level data be circulated to Heads of Departments to help inform preparatory actions, with caveats, including that the data was not to be used publically. Senate ownership of TEF could assist in the sharing of good practice, encouraging and monitoring improvements where required and ensuring the most positive outcomes was also explored.

During discussion clarification was provided on a number of areas, including that the subject areas definition would not use JACS codes. It was also clarified that TEF only applied to undergraduates and did not include PGR or apprenticeship students. It was suggested that there could be a role for the Academic Assurance Committee, as proposed by the Senate Effectiveness Review, to synthesise the information and report back to Senate.

8. PREPARATION FOR REGISTRATION WITH THE OFFICE FOR STUDENTS:

8.1 Student Protection Plan

Senate received and approved a draft Student Protection Plan, which was a new requirement from the Office for Students (OfS). Senate also approved delegation of authority to the Vice-President (Education) and the University Secretary to amend the Plan as required based on advice received from the OfS leading up to the registration date, subject to final approval from Senate, if required, in June 2018. It was noted that, subject to advice, a separate Student Protection Plan would be developed to cover the International Faculty.

8.2 Amendments to Regulations of Council

Senate received and noted a paper which set out, for approval by Council, a proposal to amend the Regulations of Council relating to the functions of Council to include three new provisions to support the University's

application for registration with the Office for Students (OfS).

REPORTS FROM STATUTORY BODIES

9. REPORT ON THE PROCEEDINGS OF THE COUNCIL

(Meetings held on 27 November 2017 and 12 February 2018)

Senate received and noted the Report on the Proceedings of the Council.

REPORTS FROM COMMITTEES OF THE SENATE

10. REPORT OF THE LEARNING AND TEACHING COMMITTEE

(Meeting held on 14 February 2018)

Senate received the Report and approved the following:

- new, significantly amended, suspended and discontinued programmes approved by Faculties in the period 8 November 2017 – 30 January 2018. This included a PGDip Engineering Competence proposal which had been resolved following December Senate's referral back of an initial proposal.

11. REPORT OF THE RESEARCH AND INNOVATION COMMITTEE

(Meeting held on 7 February 2018)

Senate received and approved the Report, including: an update on the Research Excellence Framework (REF); ongoing work related to setting up of University Research Institutes (URI); and PGR scholarships principles. The URI proposals would come forward in the new academic session.

12. REPORT OF THE RESEARCH ETHICS COMMITTEE

(Meeting held on 14 February 2018)

Senate received and approved the Report, including proposed amendments to Ethics Policy Governing Research Involving Human Participants, Personal Data and Human Tissue (Ethics Policy) in line with GDPR. Attention was drawn to further elements of the Ethics Policy would be brought to Senate in June. It was necessary to update the Ethics Policy in two stages so that changes were in place for when GDPR would take effect in May, and the second stage to take account of further changes following publication of the Data Protection Bill.

13. REPORT OF THE SENATE BUDGET COMMITTEE

(Meeting held on 15 February 2018)

Senate received and approved the Report, including, the Committee's discussion with the Chief Financial Officer on the policy decisions and assumptions that sat behind the 2017/18 budget and an update on the Review of the University's Financial Model that the Committee had received.

REPORTS FROM COMMITTEES OF THE COUNCIL

14. REPORT OF THE ESTATES COMMITTEE

(Meeting held on 12 January 2018)

Senate received and noted the Report of the Estates Committee.

15. REPORT OF THE FINANCE COMMITTEE

(Meeting held on 27 November 2017)

Senate received and noted the Report of the Finance Committee.

16. REPORT OF THE EQUALITY, DIVERSITY AND INCLUSION COMMITTEE

Senate received the Report of the Equality, Diversity and Inclusion Committee and agreed the proposals:

- (a) All Senate Committees ensure their ToR include reference to how they will progress ED&I within their remit.
- (b) Members of key Senate committees to attend meetings of the ED&IC according to a rolling timetable, to discuss how they are progressing ED&I within their areas, and to enable ED&IC to give assurances to University Council
- (c) That any significant review or decision / change of university policy should be accompanied by an Equality Impact Assessment (EIA).

OTHER MATTERS

17. QUARTERLY FINANCIAL RESULTS SUMMARY

Senate received and noted the financial results for the second quarter ending 31 January 2018.

18. REPORT ON ACTION TAKEN

A Report on action taken since the last meeting of the Senate was received and noted.

19. MAJOR RESEARCH GRANTS AND CONTRACTS

A Report listing major research grants and contracts awarded since the last meeting of the Senate was received and noted.

20. ANY OTHER BUSINESS

Professor Mike Siva-Jothy updated Senate on the P&VC Appointment Committee as a Senate member of the Joint Council and Senate Appointment Committee. Attention was drawn to the Committee's consultation with staff, Heads of Departments, UEB and students. Full membership details of the Committee were on the website. The Committee would be meeting in April, May and June to oversee the process and the intention was that final selection would include two stakeholder panels, involving engagement from research, learning and teaching, and students. The aim was to complete the process by the end of July. Members of Senate were invited to provide any feedback to Professor Siva-Jothy or to either Professor Sheila Francis or Professor Jackie Marsh, the other Senate representatives on the Committee.

These Minutes were confirmed at a meeting

held on 20 June 2018

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