



The
University
Of
Sheffield.

University
Secretary's
Office.

Minutes Meeting of the Senate

Date: 19 June 2019

Present: The President & Vice-Chancellor in the Chair
Professor K Ayscough, Professor P Bath, Ms R Bechu, Professor J Brazier, Professor C Buck, Professor T Burke, Professor D Coca, Professor P Cowell, Ms A Crump Raiswell, Professor J Derrick, Professor H Dobson, Professor S Fitzmaurice, Professor J Flint, Dr D Forrest, Professor A Gartland, Professor G Gee, Mr J Glicklich, Professor J Harrison, Professor A Hindmoor, Dr E Hock, Professor M J Hounslow, Professor C Jackson, Professor R F W Jackson, Ms L Jones, Ms N Jones, Dr S Keegan-Phipps, Dr J Kirby, Dr W Kitchen, Miss K Lindley, Professor J Litster, Mr B Maddison, Professor L Maltby, Professor J Marsh, Dr S Marsh, Ms C McKeown, Professor N Monk, Professor R K Moore, Professor T Moore, Ms M Nolan, Dr S D North, Mrs Z Ollerenshaw, Miss E Packham, Professor D Petley, Dr S Pukallus, Mr M Rapiet, Mr R Simpson, Professor M Siva-Jothy, Ms K Swindells, Mr R Sykes, Mrs N Talbot, Professor C H Tan, Ms M Tayyab, Ms R Tully, Professor G Valentine, Professor G Waller, Dr L Warren, Professor C Watkins, Mr D Whittaker, Professor N Williams, Professor E A Wood

Secretary: Dr T Strike

In attendance: Ms C Beatson, Mr M Borland, Miss S Chiorescu, Miss A Davison, Mrs H Dingle, Ms S Li, Mr B Maddison, Mrs D McClean, Mr C Porter, Ms K Sullivan, Ms R Tully, Mr J Verity, Ms T Wray.

Apologies: The Senate received apologies from 17 members.

WELCOME

The President & Vice-Chancellor (P&VC) welcomed members to the meeting and five of the Student Officers-elect, who were attending as observers.

DEATHS

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

John Bradley, a member of staff within the Department of Biomedical Science, from March 1968 to May 2014. Aged 69.

Felicity Gilligan née Towers, a member of staff within the School of Education, from 17 July 2006 to 18 February 2017. Aged 34.

Dr Nigel James, a member of staff within the Departments of Anatomy and subsequently Biomedical Science, from 1967 to his retirement in 1997. Aged 78.

Ann Kisby, a member of staff within the Department of Automatic Control and Systems Engineering, from 1971 to 2009. Aged 70.

Abigail Wright, undergraduate student in the school of Law. Aged 20.

Members stood in memory.

1. President & Vice-Chancellor's Report

The President & Vice-Chancellor (P&VC) presented the report and provided updates:

- (a) Augar Review: The independent panel, chaired by Dr Philip Augar, supporting the Government's Review of Post-18 Education and Funding has published its findings, however, there was no indication of how, or if, it will be used by government.
- (b) International Education Strategy: The Strategy pledge to increase the number of international students coming to the UK to 600,000 has been broadly welcomed by the University. The University would work to ensure that the profile of the Strategy would not fade in a busy political environment.
- (c) University Performance Metrics / Tables: The University of Sheffield has been ranked 78th in the world in the QS World University Rankings. The University of Sheffield was the first university in the UK for income and investment in engineering research, according to Higher Education Statistics Agency (HESA) data.
- (d) Pay negotiations: The final pay offer from employers was a 1.8% increase, with higher increases at lower points on the pay scale. The Trade Unions were consulting with their members.
- (e) TEF: The University has retained its Silver TEF award.
- (f) European Union: The P&VC had met with Kwasi Kwarteng MP, Parliamentary Under-Secretary at the Department for Exiting the European Union, to convey the University's concerns.

2. Minutes of the Meeting held on 20 March 2019

The Minutes of the meeting held on 20 March 2019, 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. University Strategy 2020-2025

Senate received and noted a presentation on the development of the University Strategy 2020-2025. The P&VC outlined that since joining the University he had visited almost every department, sought the views of a range of stakeholders, and was grateful to colleagues for sharing their thoughts. A proposal for the future direction of the University had been developed with the support of UEB and their teams. The proposal set out a vision and strategy for the University that was aligned with the institution's values. Four strategic priorities were identified: world-leading research and innovation; outstanding education; strong partnerships and productive engagement; and to be One University. An overarching framework for implementation, would replace the current planning framework. As part of this all departments would be expected to achieve a minimum level of performance in all areas and would select a smaller number of activities in which to demonstrate enhanced performance. Engagement with staff and students would see a proposal shared in the summer followed by consultation in the autumn including themed town-hall sessions. UEB and Council approval would be sought during the winter.

During discussion, it was clarified that the formal approval of the University's strategic plan was a decision for Council following consultation with the University, including from Senate. Senate would have the opportunity to contribute to the University Strategy. The role of the Faculties was important as they would deliver implementation of the University Strategy and of resources, and the exact Faculty role had not been fully developed yet. Metrics, to assess the success or otherwise of the Strategy, would be used in a careful and considered way. Council had discussed reviewing the appropriate institutional performance indicators once the Strategy was in place, and this would enable the performance indicators to follow, rather than drive, activity. Regarding communications more broadly, Senate was informed that feedback on the Cascade email had been positive, however, it was recognised that further improvement regarding communications would be beneficial.

6. Departmental Changes:

(a) Recommendation to change the name of an academic department

Senate received and endorsed a proposal to change the name of the Department of Politics to the Department of Politics and International Relations. Attention was drawn to the rationale for the proposal, which included that Politics and International Relations have always been regarded as closely related but distinctive subject areas, and that the change of name would better reflect the department's staff profile. Following consultation, the department was confident that students would support the change.

Senate recommended to Council approval of the change of name of the Department of Politics to the Department of Politics and International Relations from the beginning of the 2019/20 academic year.

(b) Recommendation to transfer School of East Asian Studies

Senate received and endorsed a proposal to move the School of East Asian Studies from the Faculty of Social Sciences to the Faculty of Arts and Humanities. Attention was drawn to the rationale for the proposal, which included the teaching and research opportunities that would be created.

Current and future collaborations between SEAS and other departments in the Faculty of Social Sciences were anticipated to continue unaffected.

Senate recommended to Council the move of the School of East Asian Studies from the Faculty of Social Sciences to the Faculty of Arts and Humanities.

(c) Recommendation to transfer Modern Languages Teaching Centre

Senate received and endorsed a proposal to transfer the Modern Languages Teaching Centre (MLTC) from Academic Services to the Faculty of Arts and Humanities. Attention was drawn to the enhanced international language offer the proposal would enable and that MLTC staff were content with the proposal.

Senate recommended to Council the transfer of the Modern Languages Teaching Centre from Academic Services to the Faculty of Arts and Humanities.

REPORTS FROM STATUTORY BODIES

7. Report on the Proceedings of the Council

(Meetings held on 25 February and 29 April 2019)

Senate received and noted the Report on the Proceedings of the Council. Regarding the Staff Survey Results, it was recognised that the summary provided in the Council Report to Senate would benefit from including additional detail from the Council Minutes. This would provide clarity on the view of Council that the overall responses were less positive than the previous survey in 2016, and this was due to a number of factors. The Report would be amended to reflect this.

REPORTS FROM COMMITTEES OF THE SENATE

8. Report of the Senate Learning and Teaching Committee

(Meeting held on 23 May 2019)

Senate received the Report and approved the following:

- (a) Revisions to the General University Regulations, Regulation XIV, relating to admission and an amendment to the Notes for Students on Registration as set out in Appendix 1 of the report.
- (b) Revisions to the Discipline Regulations, Regulation XXII, as set out in Appendix 2 of the report.
- (c) Centre for Doctoral Training (CDT) integrated PhD/EngD programmes, incorporating a PGDip in Professional Skills (Advanced Metallics Systems and GREEN), with a duration of study of four and a half years, rather than the five years requested.
- (d) Amendments to confirmation review timings in the General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates, Regulation XVI, as set out in Appendix 3 of the report.

- (e) Amendments to Notes Relating to Undergraduate and Postgraduate Awards, as set out in Appendix 4 of the report.
- (f) Amendments to Regulations relating to the Library, Regulation XXV, to clarify the timescales for consideration of appeals against library penalties by non-students as set out in Appendix 5 of the report.
- (g) Minor amendments to regulations for appeals (Regulation XX), progress (Regulation XIX) and fitness (Regulation XXI), as set out in Appendix 6 of the report.
- (h) New, Significantly Amended, Discontinued and Suspended Programmes approved by Faculties as set out in Appendices 7 and 8.

Attention was drawn to the implementation of the revised academic representation system, which followed a successful pilot in the Faculty of Social Sciences. The University had retained its Silver Teaching Excellence and Students Outcomes Framework (TEF) award, with feedback from the Panel highlighting positive areas and areas where improvements could be made. The institution would continue to critique the metrics and the independent review of TEF being led by Dame Shirley was expected to report in July. UEB had established a TEF Preparation Group to oversee the process regarding subject level TEF.

It was clarified during discussion, that the approach to academic representation would not include a cross-cutting Director of Learning and Teaching as now academic representation was in place and it was believed it would now be appropriate to embed the activity of the post.

9. Report of the Research Ethics Committee (Meeting held on 15 May 2019)

Senate received and approved the Report, including changes to the Committee's Terms of Reference to clarify auditing functions and changes to one section of the Ethics Policy to clarify expectations for training of ethics reviewers. Members who had reached the end of their terms of office were thanked by the Chair.

10. Report of the Senate Research and Innovation Committee (Meeting held on 15 May 2019)

Senate received and approved the Report, including endorsement of changes in principle regarding proposed new governance for PGR quality assurance, noting amended Terms of Reference for the Research and Innovation Committee and for the Learning and Teaching Committee would be proposed to October Senate at the same time as any other changes following annual consideration of the Committee's Terms of Reference. Senate approved the update of the Good Research and Innovation Practices (GRIP) Policy. Attention was drawn to preparatory work for the Research Excellence Framework (REF), including the Code of Practice had been submitted and feedback was awaited. The Knowledge Exchange Framework would be an item at the October Senate. UKRI had published delivery plans and a summary would be circulated to Heads of Departments and members of Senate following a discussion at the Research Strategy Group.

11. Report of the Senate Academic Assurance Committee

(Meeting held on 9 May 2019)

Senate received and approved the Report, including endorsing the draft report updating Council on the Committee's activity for 2018/19. During discussion, it was suggested that a potential theme that the Committee may consider in 2019/20 of "plagiarism" could be widened to consider collusion and digital ways of cheating. The Committee would consider this suggestion.

12. Report of the Senate Budget Committee

(Meetings held on 26 March, 27 April and 6 June 2019)

Senate received and approved the Report. Attention was drawn to the Minutes of the Committee's discussion with the President & Vice-Chancellor. A presentation the Committee had received on the financial health of the sector showed the institution's financial performance had improved slightly against a background of a slight worsening for the sector as a whole. In relation to the Quarterly Financial Results (QFR) to 30 April 2019, the University was anticipated to generate a year end underlying surplus. Significant underspends on budgets were not desirable and more accurate budgeting would be beneficial. SBC would report to October Senate on its meetings with the Faculty Vice-Presidents. Members who had reached the end of their terms of office or stood down were thanked by the Chair.

13. Report of the Senate Nominations Committee

(Meeting held on 29 May 2019)

Senate received and approved the report, including approval of the appointment and reappointment of Senate representatives on University committees. It was highlighted that 30 expressions of interest were received and the Committee had paid regard to the University's commitment to equality and diversity. Dr Roel Vismans had now retired from the University and a replacement appointment would be sought. Committee names were being changed, adding Senate as a prefix, in line with the naming principle approved by UEB and SNC, to reflect that they were committees of the Senate.

REPORTS FROM JOINT COMMITTEES OF THE SENATE AND COUNCIL

14. Report of the Honorary Degrees Committee

(Meeting held on 14 March 2019)

Senate received and noted the Report of the Honorary Degrees Committee.

OTHER MATTERS

15. Quarterly Financial Results Summary

Senate received and noted the financial results for the quarter ending 30 April 2019.

16. Annual Report of the Military Education Committee

Senate received and noted the Annual Report.

17. University Semester Dates 2024-25 to 2027-28

Senate considered proposed semester and vacation dates, 2024/25 to 2027/28.

Discussion focussed on the potential benefits and disadvantages of aligning the University's Easter vacation with the fixed Easter vacation now used by Sheffield schools. A prior consultation had considered and rejected the proposed change to align. This included considering the potential benefits for staff with children in a Sheffield school and the potential negative impact on staff and students with children outside of Sheffield itself, on teaching as the two Easter bank holidays could fall within the University's term time, on international students and international conferences and on assessment periods.

Senate requested a consultation on semester dates from 2024, for report back to Senate.

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

Those Senate members for whom this was their last Senate meeting, including retiring Heads of Department and the Students' Union Sabbatical Officers, were thanked.

These Minutes were confirmed at a meeting

held on 23 October 2019

..... Chairman

