



The
University
Of
Sheffield.

University
Secretary's
Office.

Minutes

Meeting of the Senate

Date:

13 December 2017

Present:

The Provost & Deputy Vice-Chancellor, in the Chair

Mr A Ahmed, Mr M Ashman, Professor K Ayscough, Professor M Bateman, Professor P Bath, Mr C Blackmore, Dr L Blank, Professor J Boxall, Mr G Bramley, Professor G Brown, Professor C Buck, Mr S Buckley, Professor T Burke, Professor H Campbell, Mrs K Campbell-Pilling, Dr C Conway, Ms E Cordell, Professor J Derrick, Professor H Dobson, Professor B Gibson, Miss S Gopalakrishnan, Dr P Gould, Professor J Grasby, Professor J Gray, Professor K Hadjri, Professor D Hadley, Mrs S Hague, Dr N Harris, Professor T Hervey, Professor A Hindmoor, Professor J Hitchmough, Dr E Hock, Mrs A Horn, Professor R Horn, Professor D Hornby, Professor M J Hounslow, Mr J Huddleston, Miss L Hunt, Professor R F W Jackson, Dr R Johnston, Miss C Jones, Professor M Kinsey, Dr J Kirby, Dr N Latimer, Mr Y Maharem, Mr K Maxwell, Mr S McMillan, Mr S Mohamed, Professor W Morgan, Dr C Murdoch, Ms M Nolan, Dr S D North, Professor D Oglethorpe, Miss E Packham, Dr A Patrick, Professor D Petley, Dr C Priede, Professor D Robinson, Dr E Simpson, Mr R Simpson, Professor N Sims, Professor M Siva-Jothy, Miss R Staves, Dr C Stokes, Professor P Styring, Mr R Sykes, Professor M Tait, Mrs J Upson, Professor R von Fay-Siebenburgen, Professor G Waller, Professor S Walters, Mr R Ward, Mr D Whittaker, Professor N Williams, Dr S Williams, Professor M Williamson, Professor S Winder, Professor M Winter.

Secretary:

Dr T Strike

In attendance:

Mr M Borland, Dr M Butler, Mrs K Clements, Professor P Crowther, Mrs H Dingle, Professor N Monk, Ms S M Stephens, Mr D Swinn, Mr L Wild, Ms T Wray.

Apologies:

The Senate received apologies from 38 members.

WELCOME

The Provost & Deputy Vice-Chancellor welcomed members to the meeting, including Dawn Hadley, Interim Vice-President & Head of the Faculty of Arts and Humanities, John Derrick, Acting Vice-President & Head of the Faculty of Science, and student representatives.

DEATHS

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

Dr Sarah Hyde, Lecturer in Japanese International Relations in the School of East Asian Studies, and a member of staff from 2002 to 2003, and also a former student of Japanese

Studies from 1989 to 1993. Aged 47.

Professor Roy Jennings, Professor of Medical Microbiology in the Department of Infection, Immunity & Cardiovascular Disease, and a member of staff from 1972 to 1998. Aged 78.

Professor Josephine Maltby, Professor of Accounting and Financial Management in the Management School, a member of staff from 1987 to 2006 and 2014 to 2017, and a current elected member of Senate. Aged 63.

Deirdre McMahon, current postgraduate student in the School of Education. Aged 58.

Andrew Barrie Templeman, member of Student Administration Services staff since 1 February 2010. Aged 49.

Members stood in memory.

1. VICE-CHANCELLOR'S PRESENTATION AND REPORT

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

- (a) EU Negotiations: Confirmation of a deal for the first stage of EU negotiations included assured assurances about Horizon 2020 and positive statements about the future of non UK EU citizens.
- (b) International staff and students: A change in immigration rules to enable 'world-leading scientists and researchers' endorsed under the Tier 1 (Exceptional Talent) route to apply for settlement after three years had been announced. A relaxation of the labour market test when hiring international researchers and members of established research teams and allowing the UK's Research Councils and other select organisations to sponsor researchers was also announced by Government. Work was being undertaken with University staff and campus unions to address concerns for overseas staff, in particular non-UK EU staff. The University was hopeful of being involved in an expansion to the pilot scheme to ease access to post-study work for international students. The WeAreInternational campaign continued to gather support and develop collaborations with similar initiatives, for example the President & Vice-Chancellor was invited by the NUS to speak at a national event for its StudentsoftheWorld campaign.
- (c) Autumn Budget: The budget document confirmed the previously announced tuition fees freeze and an increase in the repayment threshold to £25,000 in April 2018. There was no announcement regarding the major review of university funding, or further changes to current tuition fee arrangements. The announcement of a further £2.3 billion investment in R&D in 2021-22 from the National Productivity Investment Fund (NPIF) was positive. A new Centre for Data Ethics and Innovation including AI fellowships was announced, which linked to work underway in the Department of Computer Science.
- (d) Industrial Strategy: The University had made a significant contribution to this agenda through the Industrial Strategy Commission, a joint initiative of SPERI and the University of Manchester. Professor Richard Jones would be advising on the metrics for the new framework for Knowledge Exchange in research. Plans for the AMRC Asia's Industry 4.0 Centre had been announced. The University was a key player regarding regional economic growth and had been involved in coordination work with anchor institutions through the Sheffield City Region Vision work. This was particularly important given the lack of progress on devolution. Regarding skills, nationally the number of

people starting an apprenticeship had halved but AMRC TC continued to recruit strongly. Sheffield would host the National Technician Development Centre, with over £500k of funding from HEFCE.

- (e) Office for Students (OfS): The OfS would become a legal entity on 1 January 2018 and there would be a new regulatory framework which would mean a significant cultural shift for the sector and the institution. Applications for university registration need to be submitted in April 2018, with an announcement of registered universities in July 2018. The anticipated consultation on 'accelerated degrees' had been published and the University would respond. Work was being undertaken to understand and respond to the implications of moving to a more regulatory model of governance.
- (f) Working with students: The relationship with the Students' Union officers was valued and key issues of shared concern included the challenge of employability in the UK and overseas, and student mental health.
- (g) Developing our faculties: There had been strong performance across a number of faculties with top 100 rankings for Medicine, Dentistry and Health, Engineering, Social Sciences and Arts & Humanities. There were specific challenges for Science and a Task Force had been established, which would help the Faculty address the challenges faced, as well as to make the most of opportunities offered to develop the research and teaching strengths of Science scholarship at the University.
- (h) Financial challenges: Constrained public finances would mean that the increased regulatory burden would be matched by ongoing real terms reductions in public funding. The UK was continuing to lose market share of international students. Regarding pensions, there was a specific challenge for Russell Group universities as they had a large proportion of staff in the USS pension. A decision had been taken by Council to have a one year pause on new capital projects.
- (i) Business development: 2018 would see the opening of Boeing Sheffield and McLaren production facilities. The University had a Global Engagement strategy for overseas markets. A key area of opportunity was China and the President & Vice-Chancellor had met with the Vice-Premier and was currently in Beijing holding meetings with university and industrial partners.

During discussion regarding the USS it was outlined that the University, and other institutions, had previously stated that the affordability of the scheme in the future was important.

2. MINUTES OF THE MEETING HELD ON 11 OCTOBER

The Minutes of the meeting held on 11 October 2017, having been circulated, were approved as an accurate record, subject to factual corrections to section 1 a).

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. REF PREPARATIONS

Senate received and noted a verbal update from the Vice-President for Research

and Innovation regarding preparations for REF 2021, which would see significant changes to the process, including:

- (a) There will be a move away from 'selectivity', with all staff on a teaching and research contract and research fellowship staff to be included in REF 2021.
- (b) HEFCE have confirmed that in terms of research output there would be two pools: Pool A would be comprised of 1 output from every individual member of staff; Pool B would be comprised of the submissions from the 'best of the rest' up to a limit of one and a half times the number of staff in the Unit of Assessment (UoA), with a maximum of 4 outputs per individual in pool B. REF 2021 would see an average 2.5 outputs per full-time equivalent member of staff.
- (c) The weighting of Impact moves from 20% to 25% for REF 2021 and Impact is included within the environment element of the assessment.
- (d) UoA configurations for REF 2021 would see a single UoA for Engineering, and separate UoAs for Geography and Archaeology.
- (e) A second REF Stocktake exercise had been conducted within the University, the outcome of which was generally positive. Further consideration was being given to how best support staff to submit at least one research output.
- (f) In general, it was anticipated for REF 2021 that there would be a shift upwards in the expectation of what constituted a good REF submission.

Regarding the strategic use of which UoA staff would be entered in, it was clarified during discussion that HEFCE were seeking to avoid the creation of artificial UoAs and staff would be expected to be within the UoA that appeared most appropriate.

6. RESEARCH PRIORITIES AND INSTITUTES

Senate received a report and presentation and approved proposals which included a future structure for university research institutes sitting above two lower levels of research centres, with central funding to support their formation and delivery. There would be an open competition within the university to identify potential priorities. Any resulting proposals would follow for consideration by Senate in June and recommendation to Council where appropriate.

Attention was drawn to the following points:

- The University Strategy provided the starting point for the work.
- Three new tiers of non-departmental research units were proposed, with existing centres and institutes mapping on to the second or third tier.
- Up to 8 University Research Institutes (URIs) would be created in tier 1, over two waves. This figure aimed to strike a balance between affordability and institutional strengths.
- Central support for a URI may include: a partial buy-out for the Director, a part time administrator, a budget of £50,000 per annum for events, a small seedcorn fund and running costs; and two centrally-provided PhD studentships per annum.
- A quinquennial review of URIs would take place.
- The process for the selection of wave one URIs would involve Senate receiving proposals at its June 2018 meeting.

In discussion it was stated that in order for no part of the University to be disadvantaged by the proposal it would be important not to use a simple metric based on the volume of research income, but rather to benchmark research income against others in the same field. Existing institutes could be put forward for tier 1, or could join other existing institutes to form a new proposal for a tier 1 URI. It was anticipated that PGR would be a major component of a URI expression of interest and PGR student representation in the selection process would appear to be appropriate. There was not a proscribed minimum or maximum number of staff

associated with a tier 1 URI and different tier 1 URIs could be of a different size. The proposed quinquennial review of URIs could involve an external perspective on the success of the institute.

7. SENATE EFFECTIVENESS REVIEW

Senate received and approved the Report, including approval of the scope for a Senate Effectiveness Review. It was envisaged that a review of the effectiveness of Senate would be informed by, strengthen and complement the work of the joint Council and Senate Task and Finish Group, and that cross-membership of the respective groups would ensure connectivity between the two. It was emphasised that the role of an external adviser to the Review would be to advise the Review and not to assess. Senate would be updated on 21 March with a final report due to the Senate on 20 June and to the Council from Senate on 9 July.

REPORTS FROM STATUTORY BODIES

8. REPORT ON THE PROCEEDINGS OF THE COUNCIL

(Meeting held on 16 October 2017)

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

REPORTS FROM COMMITTEES OF THE SENATE

9. REPORT OF THE LEARNING AND TEACHING COMMITTEE

(Meetings held on 26 September 2017 and 21 November 2017)

Senate received the Report and approved the following:

(a) New, significantly amended and discontinued programmes: Senate approved new, significantly amended, suspended and discontinued programmes approved by Faculties in the period:

- 27 June - 18 September, as set out in Appendix 4 of the report
- 19 September - 7 November, as set out in Appendix 5 of the report

Senate also considered a proposed new Management School programme, a PGDip Engineering Competence, set out in Appendix 6 of the Report. Clarification was sought about where oversight of the engineering content had taken place and it was agreed that the proposal be referred back to the Vice-President (Education) as Chair of the Learning and Teaching Committee for resolution, in consultation with relevant colleagues. The Chair would report the outcome to the next Senate meeting.

Senate noted that the Committee had discussed progress against the three strategic learning and teaching priorities for 2017/18: digital, student engagement and programme level approach. With respect to digital, enrolments and completions for the University's online courses were reported. In comparisons with other institutions on FutureLearn the mean number of joiners for Sheffield was significantly higher than that for comparable institutions. Satisfaction rates for online courses were high. Online courses were important in relation to recruitment and the numbers of incoming students who had completed a University of Sheffield MOOC and those stating MOOCs as a direct influence on applying to one of the University's conventional programmes were reported. It was confirmed that there was a close relationship between learning and teaching and the Student Lifecycle Project (SLP) and that proposed changes to the Virtual Learning Environment (VLE) had been fed in to the SLP.

10. REPORT OF THE RESEARCH AND INNOVATION COMMITTEE

(Meeting held on 15 November 2017)

Senate received and approved the Report, including the proposed policy and process for managing security sensitive research set out in appendix A of the report. It was highlighted that the proposed policy and process would enable the institution to meet the duty on Universities to 'have due regard to the need to prevent people from being drawn into terrorism' under the UK Counter-Terrorism and Security Act 2015.

11. REPORT OF THE RESEARCH ETHICS COMMITTEE

(Meeting held on 15 November 2017)

Senate received and approved the Report, including:

- (a) Amended General Principles and Statements to provide clarity regarding ethics approval for collaborative projects
- (b) Amended Research Ethics Policy Note number 1 'Defining Human Research Participants, Personal Data and Human Tissue' to provide clarity regarding ethics approval for research involving experts.
- (c) Approval of amended Research Ethics Policy Note number 5 'Ethics Review of Health and Social Care Research in the UK' to ensure that the Ethics Policy refers to the new national Policy Framework, and draws on the revised definitions within it.

Attention was drawn to recent breaches of the ethics policy and the Committee's responses to breaches, which drew on whether individuals involved had acted in good faith. Activity to ensure that the University's Ethics Policy would meet the requirements of the General Data Protection Regulation was highlighted. The latest report on the number of ethics applications received covered a six month period in order to align the annual reporting time period with the academic year.

12. REPORT OF THE SENATE BUDGET COMMITTEE

(Meeting held on 16 November 2017)

Senate received and approved the Report, including.

- (a) The importance of enhancing the understanding of the budget setting process. A group, to be chaired by Professor David Oglethorpe was to review and report on the University's financial model, the outcomes of which could help enhance understanding.
- (b) The Minute of the Committee's meeting with the P&VC
- (c) How the 2017/18 Budget Pack was used within faculties and departments to enhance the links between planning and financial planning.

REPORTS FROM COMMITTEES OF THE COUNCIL

13. REPORT OF THE ESTATES COMMITTEE

(Meeting held on 2 October 2017)

Senate received and noted the Report of the Estates Committee.

14. REPORT OF THE FINANCE COMMITTEE

(Meeting held on 12 October 2017)

Senate received and noted the Report of the Finance Committee.

15. REPORT OF THE HEALTH AND SAFETY COMMITTEE

(Meeting held on 23 October 2017)

Senate received and noted the Report of the Health and Safety Committee.

16. REPORT OF THE HUMAN RESOURCES COMMITTEE

(Meeting held on 11 October 2017)

Senate received and noted the Report of the Human Resources Committee.

OTHER MATTERS

17. RECOMMENDATION TO CHANGE THE NAME OF AN ACADEMIC DEPARTMENT

Senate received and endorsed a proposal to change the name of the Department of Landscape to the Department of Landscape Architecture. Attention was drawn to the belief that the change of name would contribute positively to aiding recruitment and professional standing within the discipline nationally and internationally.

Senate recommended to Council approval of a change to the name of the Department of Landscape to the Department of Landscape Architecture.

18. QUARTERLY FINANCIAL RESULTS SUMMARY

Senate received and noted the financial results for the first quarter ending 31 October 2017.

19. LIBRARY ANNUAL REPORT

Senate received and noted the Library's Annual Report.

20. ANNUAL REPORT OF CASES REVIEWED EXTERNALLY BY THE OFFICE OF THE INDEPENDENT ADJUDICATOR 2016-17

Senate received and noted the Annual Report of cases reviewed externally by the Office of the Independent Adjudicator.

21. ANNUAL REPORT OF THE APPEALS COMMITTEE OF THE SENATE RELATING TO THE PROGRESS OF STUDENTS 2016-17

Senate received and noted the Annual Report of the Appeals Committee of the Senate relating to the progress of students.

22. ANNUAL REPORT OF THE DISCIPLINE COMMITTEE AND THE DISCIPLINARY APPEALS COMMITTEE OF THE SENATE 2016-17

Senate received and noted the Annual Report of the Discipline Committee and the Disciplinary Appeals Committee of the Senate.

23. REPORT ON ACTION TAKEN

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

24. 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.

These Minutes were confirmed at a meeting

held on 21 March 2018

..... Chairman