



The  
University  
Of  
Sheffield.

University  
Secretary's  
Office.

## **Minutes Meeting of the Senate**

**Date:** 12 December 2018

**Present:** The President & Vice-Chancellor in the Chair  
Mr M Ashman, Professor K Ayscough, Mr C Baker, Professor P Bath, Ms R Bechu, Dr A Best, Professor A Bingham, Mr C Blackmore, Mr G Bowley, Professor J Bray, Professor J Brazier, Professor C Buck, Professor T Burke, Miss A Campbell, Dr N Cardinal, Mrs L Carlile, Professor D Coca, Dr C Conway, Ms E Cordell, Professor P Crowther, Ms A Crump Raiswell, Professor H Dobson, Dr H Fairbrother, Professor S Fitzmaurice, Dr J Foster, Professor A Gartland, Professor B Gibson, Mr J Glicklich, Dr P Gould, Professor J Harrison, Professor J Haycock, Professor A Hindmoor, Dr E Hock, Mr N Hopwood, Mrs A Horn, Professor R Horn, Dr A Ipekci, Professor R F W Jackson, Ms H Johnstone, Ms L Jones, Ms N Jones, Dr A Jowett, Dr S Keegan-Phipps, Dr J Kirby, Dr W Kitchen, Miss K Lindley, Professor J Litster, Mrs A Little, Professor L Maltby, Professor J Marsh, Ms C McKeown, Professor N Monk, Professor R K Moore, Professor W Morgan, Ms M Nolan, Dr S D North, Professor D Oglethorpe, Mrs Z Ollerenshaw, Professor A Pacey, Miss E Packham, Professor D Petley, Dr S Pollington, Dr C Priede, Dr S Pukallus, Mr M Rapier, Professor D Robinson, Mr R Simpson, Professor N Sims, Dr C Stokes, Ms K Swindells, Mr R Sykes, Mrs N Talbot, Ms A Tayyab, Mrs L Thorp, Professor M Vincent, Professor R von Fay-Siebenburgen, Professor G Waller, Dr L Warren, Professor C Watkins, Mr D Whittaker, Professor N Williams, Professor M Williamson, Dr L Wilson, Professor J Windebank, Professor P Wright.

**Secretary:** Dr T Strike

**In attendance:** Mr M Borland, Mrs K Clements, Mrs H Dingle, Mr L Wild, Ms T Wray.

**Apologies:** The Senate received apologies from 11 members.

### **WELCOME**

The President & Vice-Chancellor (P&VC) welcomed members to the meeting, including new elected student members joining Senate. It was the P&VC's first meeting as the Chair of Senate and he said that he was looking forward to working with the Senate.

### **DEATHS**

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

Emeritus Professor Ronald Clark, a member of staff within the Medical School from 1988 to 1993. Aged 90.

Dr Alan Douglas, a member of staff in the Department of Pure Mathematics from 1960 to 1988. Aged 86.

Professor Barry Rawlings, Head of the Department of Civil and Structural Engineering from 1970 to 1975, and a member of staff from 1967. Aged 87.

Professor Michael Thompson, Head of the Department of Applied Mathematics, first Head of the School of Mathematics and Statistics, and a member of staff from 2004 to 2015. Aged 59.

Members stood in memory.

## 1. PRESIDENT & VICE-CHANCELLOR'S REPORT

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

- (a) Review of Post-18 Education and Funding: The Augar Review, the independent panel supporting the Review, was expected to complete its work in February 2019. There had been media reports, some based on leaks, on the ideas that were under consideration.
- (b) All-Party Parliamentary Group for International Students: Following its Inquiry the APPG published a report with 12 recommendations, including establishing a target to grow international student numbers with a commitment to remove students from the target to reduce net migration, and a post-study work visa allowing up to two years of work experience in the UK. The University Secretary's Office provided secretariat and policy support to the review, with the intention of helping inform the Immigration Bill.
- (c) Brexit: The situation was viewed a very fluid. The following points had been made to senior civil servants regarding future immigration policy under a no deal Brexit: it should facilitate the easy movement of researchers; and the Government would have to reconsider the salary thresholds. Scenario planning, risk assessment and planning were being undertaken within the university and nationally. Within the University a Brexit Coordination Group would, if necessary, begin meeting from January. Communications would shortly be sent to staff and students.
- (d) Budget 2018: There were very few new announcements of direct relevance to higher education. There was a headline figure of £1.6 billion of investment to support the Government's industrial strategy.
- (e) Annual Planning Round: This would involve considering the appropriate balance between teaching, research, and knowledge exchange.
- (f) Research awards: The value of new research grant and contract awards for the previous 12 months was encouraging.
- (g) Research development: The University had undertaken a comprehensive process to identify the first group of University Research Institutes (URI) and staff were encouraged to engage with the URIs.
- (h) Impact, innovation and knowledge exchange: In October 2018 Business Secretary, Greg Clark MP, officially opened Boeing Sheffield, following which the University had a private meeting with the Minister at which the University's and the city's priorities were outlined.
- (i) Alumni Volunteering: The Northern City Connections event in November involved students from widening participation backgrounds meeting alumni and highlighted opportunities available to them. It was hoped to engage more alumni in this type of event.

- (j) Our place: locally and globally: Work was taking place on an International Strategy, which would determine the geographical priorities and the activities. Post-Brexit a European Strategy would be developed.
- (k) Pensions: The employers, through Universities UK, appeared to broadly support the recommendations of the Joint Expert Panel, which was welcome. A response from the Universities Superannuation Scheme (USS) was awaited.
- (l) Ministerial appointment: Chris Skidmore MP had been appointed Minister of State for Universities, Science, Research and Innovation.

During discussion the P&VC said that he would work with the Students' Union on encouraging alumni involvement in the BME Strategy.

## **2. MINUTES OF THE MEETING HELD ON 31 OCTOBER 2018**

The Minutes of the meeting held on 31 October 2018, 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. TEACHING EXCELLENCE AND STUDENT OUTCOMES FRAMEWORK 2018/19 (TEF YEAR 4)**

Senate received a presentation which provided an update on TEF. The University's approach was to focus on teaching excellence and on doing the 'right thing' for students. TEF was not optional and it was a condition of the University's registration with the Office for Students as a registered 'provider'. Sheffield would make a (re-)submission for provider level TEF in early 2019, with the award level announced in the summer of 2019. The provider level awards would then run in parallel with subject level awards. Departments were encouraged to: continue to develop the Programme Level Approach (PLA); focus on enhancing assessment and feedback; communicate with students; reflect on outcomes; and reflect on the feedback on TEF Action Plans.

During discussion it was stated that lobbying would continue where it was believed the metrics could be improved, from both the institution and from the Russell Group, including contributing to the Independent Review of the TEF. BME attainment gaps were a challenging issue and the University was leading a HEFCE project that had been looking at ways to address this. The University's student evaluation questionnaire would include four common core questions for each module. TEF currently only applied to undergraduates.

## **REPORTS FROM STATUTORY BODIES**

### **6. REPORT ON THE PROCEEDINGS OF THE COUNCIL (Meeting held on 22 October 2018)**

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

## **REPORTS FROM COMMITTEES OF THE SENATE**

### **7. REPORT OF THE LEARNING AND TEACHING COMMITTEE**

(Meeting held on 29 October 2018)

Senate received the Report and approved the following:

- (a) Terms of Reference: Senate approved updated membership and terms of reference for Learning and Teaching Committee.
- (b) Apprenticeships approval process: A process for Senate approval of out of cycle apprenticeship proposals.
- (c) New and significantly amended, suspended & discontinued Programmes: Senate approved new, significantly amended, and discontinued programmes, and title changes and new exit routes approved by Faculties between 28 June – 16 October 2018.

Senate approved the proposed updated Terms of Reference which would help enhance links with faculty level Learning and Teaching Committees and the Learning and Teaching Forum. During discussion it was clarified that the use of data could assist LTC's understanding of current issues within the institution. In response to a question, the University Secretary clarified that the usual approval process would be used where possible for new apprenticeship programmes. Where timescales did not allow this and there was a need to respond quickly to employers the out of cycle approval process would be used, which included reporting to Senate.

### **8. REPORT OF THE RESEARCH ETHICS COMMITTEE**

(Meeting held on 14 November 2018)

Senate received and approved the Report, including: progress of an internal audit of research ethics arrangements; recent breaches of the Ethics Policy Governing Research Involving Human Participants, Personal Data and Human Tissue; an annual report of ethics decisions; breaches of the Ethics Policy for September 2017 to August 2018 inclusive; and changes to the Committee's membership.

Heads of Departments were encouraged to review the good practices in the annual report of ethics decisions, which had been circulated to all departmental ethics leads.

### **9. REPORT OF THE RESEARCH AND INNOVATION COMMITTEE**

(Meeting held on 15 November 2018)

Senate received and approved the Report. Attention was drawn to Research Excellence Framework (REF) preparations and final REF guidance was expected in January 2019. The new University Postgraduate Research Committee (UPGRC) had met twice, and agreed five work streams for 2018-19. A consultation to inform a revision of the Concordat to Support the Career Development of Researchers had been launched and a University submission was planned. The University was developing a Knowledge Exchange strategy. The Plan S open access initiative would create significant changes, with implications and Senate would be kept informed.

### **10. REPORT OF THE SENATE ACADEMIC ASSURANCE COMMITTEE**

(Meeting held on 20 November 2018)

Senate received and approved the Report from its Assurance Committee. Attention was drawn to the three themes the Committee would look at in depth during 2018/19: external examiners; grade inflation; and professional accreditation. The membership of the Committee was now complete.

**11. REPORT OF THE SENATE BUDGET COMMITTEE**

(Meeting held on 13 November 2018)

Senate received and approved the Report. Attention was drawn to the Committee's meeting with the Provost & Deputy Vice-Chancellor, the Minutes of which would be provided to Senate in March 2019. The Financial Results for 2017/18 had reported an underlying surplus, however this had followed a deficit for each of the preceding three years. Discussion covered the challenges associated with financial forecasting.

**OTHER MATTERS**

**12. CHANGES TO STUDENTS' UNION COMPLAINTS AND DISCIPLINE REGULATIONS**

Senate approved the new procedure for complaints and disciplinary matters dealt with by the Students' Union and contained in the amended Bye-Law 15.

**13. STUDENTS' UNION COMPLAINTS AND DISCIPLINE ANNUAL REPORT 2017-18**

Senate received and noted the Students' Union Complaints and Discipline Annual Report 2017-18.

**14. QUARTERLY FINANCIAL RESULTS SUMMARY**

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

**15. ANNUAL REPORT OF CASES REVIEWED EXTERNALLY BY THE OFFICE OF THE INDEPENDENT ADJUDICATOR 2017-18**

Senate received and noted the Annual Report.

The questions submitted in advance regarding this item would be replied to by email and copied to all members of Senate.

**16. ANNUAL REPORT OF THE APPEALS COMMITTEE OF THE SENATE 2017-18**

Senate received and noted the Annual Report.

**17. ANNUAL REPORT OF THE DISCIPLINE COMMITTEE AND THE DISCIPLINARY APPEALS COMMITTEE OF THE SENATE 2017-18**

Senate received and noted the Annual Report.

The questions submitted in advance regarding this item would be replied to by email and copied to all members of Senate.

**18. ANNUAL REPORT ON STUDENT CASE REVIEWS 2017-18**

Senate received and noted the Annual Report.

**19. ANNUAL REVIEW OF STUDENT FORMAL PROCEDURES CASES 2017-18**

Senate received and noted the Annual Report.

**20. REPORT ON ACTION TAKEN**

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

**21. 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 20 March 2019

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