

MINUTES OF THE UNIVERSITY OF LIVERPOOL SENATE (1020)

4 NOVEMBER 2020 / MEETING HELD REMOTELY VIA ZOOM

| | |
|-----------------------|--|
| Present: | <p>The Vice-Chancellor (in the Chair), Pro-Vice-Chancellors Professor Birch, Brown and Professor Hollander, Executive Pro-Vice-Chancellors Professor Beveridge, Professor Kenny and Professor van der Hoek, Associate Pro-Vice-Chancellors Professor Endfield, Sheffield, Spelman-Miller, and Professor Yates, Dr Adeyemi, Professors Albadri, Atkinson, Balogun, Bearon, Berry, Buse, Dr D Colquitt, Costello, Professor Chalus, Clegg, Cosstick, and Professors Dong and Endfield, Dr Ferrero, Professors Forkert-Smith, Foxhall, Gibson, Guillaume, Dr Heath, Professor Konev , Leek, Dr Madine, Malathouni, Professors Mair, Marshall, McGowan, Morris, O'Halloran, Dr Ormandy and Parameswaran, Professor Patterson, Poole, Saunders, Schewe, Scott, Semple, Sheard, Professor Tackley and Teubner, Dr Timme, Professor Vieira de Mello, Williams, Dr F Watkins and Professor Youngson.</p> <p>The President, Deputy President and one of the Vice-Presidents of the Liverpool Guild of Students and the student representatives from the Faculty of Health and Life Sciences and the Faculty of Science and Engineering were present as representatives of the student body.</p> |
| Apologies: | Received from 2 members of the Senate. |
| In Attendance: | Mrs L King (Committee Secretary), Mrs E Leonard, Mr K Ryan. |

1. Committee and Membership Matters

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

Staff members

Professor Tom Solomon, Professor Matthew Baylis, Professor Ian Buchan, Professor Sonia Rocha, Professor Rob Smith, Professor Rachel Williams, Professor Richard Chiverrell, Dr Adejumoke Adeyemi, Dr Emma Ormandy, Dr Christina Malathouni

New Student Representative Officers

Imogen de Castro Gray, Deputy President, Chloe Field, Vice President, Ffion Thomas, Vice President

New student representatives from each Faculty

Trinity Kerr (Science & Engineering), Mengyu Feng (Humanities & Social Science), Eric Dos Santos De Andrade (Health & Life Sciences)

1.2 Membership of Senate 2020/21

RECEIVED and **NOTED**:

- i. A paper detailing the current membership of Senate.

1.3 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.

1.4 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, in accordance with the Policy requirement that 'at their first meeting of the academic year, each committee within the University should have a standing item on their agenda about conflict of interest'.

1.5 Disclosures of Interest

- i. 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.

2. Minutes of the Previous Meeting

2.1 Unreserved Minutes of the Meeting Held 17 June 2020

AGREED:

- i. The minutes of the meeting held on 17 June 2020 should be approved as an accurate record.

3. Vice-Chancellor's Report

RECEIVED:

- i. An oral report from the Vice-Chancellor.

REPORTED:

- ii. Due to the ongoing Covid-19 pandemic situation, the Vice-Chancellor was sending weekly email communications to all staff with up to date information on the University's response and other key issues. There was no additional business to report that had not been included in the weekly email message.

STRATEGIC MATTERS FOR DISCUSSION

4. REF2021 Update

RECEIVED:

- i. A presentation from the PVC for Research and Impact on the progress of REF2021 preparations.

REPORTED:

- ii. *Minute redacted due to commercial sensitivity*
- iii. The 2019 reading programme had been completed in early 2020 and although this wasn't part of REF activity, it had shown that the University was on track for its 2021 target. The programme had been a success thanks to the fantastic work by all colleagues and their research contributions and input to the reading programme.
- iv. *Minute redacted due to commercial sensitivity*
- v. *Minute redacted due to commercial sensitivity*
- vi. *Minute redacted due to commercial sensitivity*
- vii. The Prosper project, a post doc career development programme, was now one year in to its three years of activity. PIs were encouraged to engage with the project, and to encourage postdocs to use the tools available and engage with the pilot of the next stage of the programme.
- viii. Project RISE had been progressing well, and was intended to maximise talent and research whilst understanding long-term inequities illuminated by covid, including gender and ethnicity.
- ix. Thanks were extended to the Faculty APVCs, Faculty colleagues and the Research, Partnerships and Innovation team for their hard work in bringing REF preparations to this stage.

5. Reopening of Campus

RECEIVED:

- i. A presentation from the Director of People and Services on the University's response to covid and the reopening of campus.

REPORTED:

- ii. In the early stages of the pandemic around March 2020, colleagues worked incredibly hard to introduce as many mitigating measures as possible, and to try and minimise the impact of the situation on staff and students. This included recovery of students from overseas, cancellation of events, closure of offices, move to online working and teaching, and many clinical students leaving their courses early to join the frontline NHS. The response had been truly collegial and the culture change that ensued phenomenal.
- iii. When circumstances allowed, colleagues had begun the process for assessing building risks and reopening campus. The procurement of equipment required for reopening safely began, and the journey into test, track and trace commenced. CSD colleagues provided essential services in order for online working to continue. Throughout this period, campus did not shut down as covid and cancer research continued.
- iv. Clear and consistent communication had been a central tenet of the University's covid response and essential in progressing towards the safe reopening of campus. Hundreds of communications had been issued, including support for individuals off campus, safety information, training and advice. The Centre for Innovation in Education, The Academy, The Guild and External Relations had all played key roles in developing these resources. Clear and inviting signage had also been introduced across campus, and FRCS colleagues had undertaken a huge amount of work in preparing the environment to allow for social distancing.
- v. There had also been substantial work to support students in residences, including the provision of food packages, cleaning support and guidance for isolation. Mental health and counselling services were also available on site for students.
- vi. There had been recent changes to both the Department for Education Covid tiers, and the city region tiers as set out by the UK Government, which the University were in the process of responding to.
- vii. Thanks were extended to all colleagues across the University for their ongoing efforts throughout this exhausting and unrelenting situation.

NOTED:

- viii. The University was awaiting government guidance on how to approach the dispersal of students at the Christmas Break. This would most likely be phased, with coordination required for the use of public transport.
- ix. The wellbeing of PGR students had been a concern, especially those unable to access any shared workspace or labs. Bookable study spaces were available for PGRs to access, and the issue of their wellbeing was high on the agenda for the PVC for Education.
- x. The University was working to introduce asymptomatic testing at speed, using lateral flow technology. This would allow for the identification of asymptomatic cases more quickly, which would hopefully in turn help to reduce transmission.
- xi. Although there were some complexities in managing the DfE tier guidance in addition to wider tiers of intervention, the descriptors against the DfE guidance provide a useful roadmap. This allows the University to be flexible and for responses to be student and staff centred.

6. Annual Report of Quality Assurance for Taught and PGR Programmes

RECEIVED:

- i. The Annual Report on Quality and Standards covered activity during 2019-20; external matters; approvals of new activity; monitoring and review activities; development and enhancement activities; and evaluation and oversight of processes.

REPORTED:

- ii. The report was produced to provide assurance to Council regarding the outputs of the quality assurance processes and confirm the continuing quality and standards of provision across the University and its collaborative partners in the UK and overseas.
- iii. COVID-19 had introduced a unique set of circumstances and as a result of this, a number of changes were needed to all processes in relation to Quality Assurance and the student experience. On 3 April 2020, the Office for Students published: Guidance for providers about quality and standards during coronavirus (COVID-19) pandemic. The report provided assurance that the University continued to meet OfS expectations and maintained consistent quality and standards throughout this challenging time.

NOTED:

- iv. *Minute redacted due to commercial sensitivity*
- v. Recently a new pulse survey had been circulated to students and this would look at how students were feeling at this point in the academic year. VIPRE would be looking at these initially and action would be followed up within Schools and Departments.

7. REPORTS OF THE SUB COMMITTEES

7.1 Joint Committee on Honorary Degrees Recommendations

RECEIVED:

- i. An oral report on the recommendations of the Joint Committee on Honorary Degrees.

REPORTED and ENDORSED:

- ii. Further to the recommendations approved by Senate at its June 2019 meeting/Council at its July 2019 meeting, the following individuals had accepted the invitation to receive an honorary degree:

- John Barnes
- Professor Denise Barrett-Baxendale
- Nick Burgess
- Raymond Chan
- Professor Sir John Curtice
- Sir Kenny Dalglish
- Michael Eakin
- Leslie Evans
- Jonathan Falkingham
- Andy Grant
- Sir Iain Hall
- Lady Pauline Harris
- Joy Hockey
- Peter Johnson
- Nisha Katona
- Sir Peter Rigby
- Lady Estelle Wolfson.

- iii. As a result of the COVID-19 pandemic, the 2020 graduation ceremonies were unfortunately postponed. It was hoped that the honorary graduands referred to above would receive their degrees during rescheduled ceremonies in the summer of 2021.

- iv. *Minute redacted due to commercial sensitivity*

7.2 Education Committee*

RECEIVED and NOTED:

- i. A report of the Education Committee, held on 20 October 2020, covering the following items:

- Terms of Reference, Constitution and Membership 2020/21
- Annual Quality Report (covered by agenda item 6)
- Institutional Survey Results 2020 (*National Student Survey* - NSS)
- Key Findings from the Graduate Outcomes 2017/18 Survey
- COVID-19 Mitigation Activity – Teaching Preparations for Academic Year
- Update on Online Partnership Activities

7.3 Research and Impact Committee*

RECEIVED and NOTED:

- i. A report from the Research and Impact Committee held on 21 October 2020, covering the following items:
 - Knowledge Exchange – Performance and Strategy
 - Project RISE

7.4 PGR Committee*

RECEIVED and NOTED:

- i. A report from the PGR Committee held on 1 October 2020, covering the following items:
 - Covid-19 Action Summary
 - PGR Stipends and Bursaries Planning Proposal
 - Support & Mitigation for PhD Students seriously affected by Covid-19

7.5 Committee on Research Ethics Annual Report*

RECEIVED and NOTED:

- i. The annual report from the Committee on Research Ethics, covering the following items:
 - Response to the pandemic
 - Pattern of Activity
 - Review of studies from the on-line programme
 - Inclusion of a representative of the School of Veterinary Science in the Membership of the Committee on Research Ethics
 - Annual report of applications for Academic Year 2019-20

7.6 Annual Summary Report from University Approval Panel*

RECEIVED and NOTED:

- i. The annual report providing a summary of the decisions of the University Approval Panels regarding proposals for new programmes and programme revalidations.

8. OTHER ITEMS FOR APPROVAL/NOTING

8.1 Admissions, Appeals and Complaints for Entry September 2020*

RECEIVED and NOTED:

- i. A report summarising the formal appeals and complaints that have been submitted to the Associate Director, Admissions, using the formal Admissions Appeals and Complaints Form. The report indicated the actions taken and whether or not the appeals/complaints were upheld and on what grounds the decision was made.

8.2 Academic Compliance Report for 18/19*

RECEIVED and NOTED:

- i. A report with the annual anonymised summary of the cases brought before the Assessment Appeals Committee, the Research Degree Appeals Board, the Board of Discipline and the Board of Appeal, the Fitness to Practise Panel and the Senate Committee on the Progress of Students. All cases related to the 2018/19 academic session unless otherwise stated.

8.3 Report on Actions Taken by the Chair on Behalf of Senate*

RECEIVED and NOTED:

- i. A report containing details of action taken by the Vice-Chancellor on behalf of the Senate in relation to the recommendation for approval of:
 - Change of Department name within the Institute of Infection, Veterinary & Ecological Sciences.
 - Start and End Dates for Postgraduate Taught Programmes
 - Senate Representative to Council – Protocols.
 - Updated Student Protection Plan
 - Fitness to Practice Panel
 - Change to Ordinance 53: Degree of Master of Architecture
 - Membership of the Board of Discipline

9. Any Other Business

NOTED:

- i. A query was raised by a member of staff regarding the University's response to the Equality and Human Rights Commission inquiry into racial harassment within Higher Education. The EPVC for HSS confirmed that the concerns raised through the inquiry echoed issues within the University, and reflected institutional research undertaken with the University's BAME staff network and staff surveys. The findings uncovered a lack of confidence amongst BAME colleagues in existing processes and low expectations on effective action relating to harassment. The University's action plan aims to address these shortfalls and many others where there was need to improve, including the lack of BAME representation at senior staff level and within student recruitment. The BAME attainment gap was also a central focus, with the Academic Student Success Board working to set KPIs in order to address this pivotal and incredibly important issue. A large amount of work was underway to ensure the University addressed underperformance and met all the issues raised within the action plan, including decolonisation of the curriculum.

10. Date of Next Meeting

The next meeting would take place on Wednesday 27 January 2021.