UNIVERSITY OF LIVERPOOL

MINUTES OF THE UNIVERSITY OF LIVERPOOL SENATE		
MEETING HELD VIRTUALLY VIA ZOOM ON 29 JUNE 2022		

Present:	The Vice-Chancellor, Professor Dame Janet Beer (in the Chair), Pro-Vice-Chancellors Professors Birch, Brown and Hollander, Executive Pro-Vice-Chancellors Professors Beveridge, Kenny and van der Hoek, the Director of People and Services, Dr C Costello, Associate Pro-Vice-Chancellors Professors Anderson, Endfield, Eyers, Harkness-Brennan, Sheffield and Yates, Dr Adeyemi, Dr Alsalloum, Dr Arnolds, Professors Atkinson, Barr, Balogun, Baylis, Belfrage, Bennett, Berry, Buse, Clegg and Coleman, Dr Colquitt, Dr Cornell, Dr Corner, Professors Crolley, Curran, Mair, Fell and Gibson, Dr Gleave, Professors Guillaume, Gleave, Hauskeller, Konev, Leek and Lyons, Dr Malathouni, Professors Nicholls, Marshall, Murray and O'Halloran, Dr Ormandy, Dr Parameswaran, Professors Patterson, Pickard, Rocha, Saunders, Srinivasan, Schewe, Scott, Sedghi, Semple, Sheard, Smith, Tackley, Teubner, Watkins and Williams, Woodcock, Welsch, van Kampen, Guild Officers Chloe Field, Ffion Thomas,
Apologies:	Received from 13 members of the Senate.
In Attendance:	K Ryan, University Secretary and Director of Legal and Governance/Clerk to Council; and E Leonard, Governance Manager and Lauren King, Governance Officer (Secretary).

COMMITTEE AND MEMBERSHIP MATTERS

1. **Disclosures of Interest**

   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 Previous Meeting**

2.1 Minutes of the Meeting Held on 30 March 2022

   AGREED:

   i.   The minutes should be approved as an accurate record.

3. **Report on Action Taken by the Chair**

   RECEIVED:

   i.   A report setting out action taken by the Chair on behalf of the Senate.

   REPORTED:

ii.   Since the last meeting, the Vice-Chancellor had taken action on behalf of the Senate in relation to the following:

to approve the introduction of the award of Doctor of Health (DProfHealth) and to agree to recommend approval of the changes to Ordinances 17 and 18.

AGREED:

iii.   The action taken by the Chair on behalf of the Senate as outlined in 3ii above should be endorsed.

4.   **Vice-Chancellor's Report**

RECEIVED:

i.   An oral report from the Vice-Chancellor.

REPORTED:

ii.   Discussions with the EU regarding UK participation in Horizon Europe had reached deadlock and contingency planning had commenced in order to minimise the impact of a loss of association. Other priorities included addressing government concerns over grade inflation, the debate over freedom of speech and lifelong learning entitlement.

ITEMS FOR APPROVAL/ENDORSEMENT/DISCUSSION/NOTE

5.   **Academic Portfolio Planning**

RECEIVED:

i.   An update on the Portfolio Planning Framework Project

REPORTED:

ii.   The Portfolio Planning Framework Project was originally conceived to establish a Workload Allocation Model, with an associated technical solution through which to operationalise the WAM. The project was refocussed in 2018 and set objectives to i) ensure that the allocation of workload for all academics was fair and equitable and ii) create a framework and process that allowed for local flexibility on tariffs iii) ensure that local tariffs were guided and quality assured against the new institutional framework.

iii.   A number of additional amendments had been suggested throughout the Framework's approval and had been incorporated into the framework, with a separate summary provided.

NOTED:

iv.   The tariff on allocated time for PGR support was encouraging and would be helpful to academic staff. The framework was intended to be permissive, and

flexibility key in ensuring it could work across disciplines. Allocation of PGR time could be lowered, but clear justification would be required and scrutinised in faculty in order to guide decision making within the framework.

v. Some aspects of the framework could be difficult to formalise ahead of the new academic year in advance of final student numbers and confirmation of staffing. the framework would be finalised over a number of years as clearer trends and patterns emerged.

AGREED:

vi. The Academic Portfolio Planning Framework should be approved for implementation from September 2022

6. **100 Days Survey Outcomes and Next Steps**

RECEIVED:

i. A paper and presentation on the outcomes of the recently completed 'The 100 Days Survey', an exercise which provided an insight into students' attitudes and perceptions during the first semester.

REPORTED:

ii. This year's survey was undertaken with 747 participants. Key findings included:

- Compared to 2020, students were feeling more positive about their University experience and were generally optimistic for the future.

- Due to the effects of lockdown, returning students required similar levels of support and information as new students.

- Making friends and building social networks remained key concerns for both first years and returning students.

- The majority of students preferred to access support services via a blend of online and physical platforms.

- More support was required to help disabled students and those from Black, Asian and Minority Ethnic groups develop a sense of belonging and inclusion

NOTED:

iii. A whole series of activities were underway as part of Welcome Week to encourage on campus engagement post pandemic. Activities would encompass the wider city region, such as walking tours and guided tours so students felt part of Liverpool as a whole. International students were also encouraged to stay in touch over the summer break if they were staying in Liverpool.

7.   RISE Update

RECEIVED:

i.   An oral update on Project RISE.

REPORTED:

ii.   The timetable for RISE had been delayed. This was due to new ideas being generated around the reading programme and environment statement. This had provided a good opportunity to undertake sector leading work whilst incorporating additional feedback into the project.

AGREED:

iii.   Once the full set of recommendations was ready for Senate's review, additional time would be allocated within the meeting for a full discussion to take place.

BUSINESS FROM FACULTIES

8.   School of Engineering Restructure

RECEIVED:

i.   A paper summarising the proposed restructure within the School of Engineering.

REPORTED:

ii.   The paper proposed restructuring the School of Engineering from two departments (Department of Civil Engineering and Industrial Design and Department of Mechanical, Materials and Aerospace Engineering) into three departments, namely:

- Department of Civil and Environmental Engineering;
- Department of Materials, Design and Manufacturing Engineering; and,
- Department of Mechanical and Aerospace Engineering.

iii.   The purpose of the restructuring was to achieve a configuration of subject areas that would lead to stronger interactions and cooperation between engineering disciplines and aligned more strongly with stakeholders' expectations, including prospective students.

iv.   After a consultation process, academic staff would be assigned appropriately to the new departments. There would be no impact on professional services staff who were organised at School level. There were no contractual, financial, regulatory or compliance implications.

v.   The student experience should be improved in the long-term as a result of the better alignment of engineering disciplines leading to improved provision of programmes, particularly at undergraduate and postgraduate levels.

vi.   It was proposed to implement the new structure from 1st August 2023 following the appointment of Heads of Departments.

AGREED:

vii. Senate recommended the approval of the proposed restructure.

9. Institute of Systems, Molecular & Integrative Biology Restructure

RECEIVED:

i. A paper summarising the proposed restructure for the Institute of Systems, Molecular & Integrative Biology.

REPORTED:

ii. Senate was requested to approve restructuring ISMIB into three departments, namely:

- Biochemistry, Systems Biology and Cell Signalling (final name to be confirmed following consultation)
- Molecular and Clinical Cancer Medicine
- Pharmacology and Therapeutics

iii. The purpose of the restructuring was to achieve greater synergy and interaction between research groups with mutual or overlapping research foci which would in turn lead to a) an increase in the quantity and quality of research and b) an improved environment and opportunities for both undergraduate and postgraduate students

iv. After a consultation process, academic staff and professional services colleagues would be assigned appropriately to the new departments. There were no contractual, financial, regulatory or compliance implications. There would be no redundancies or changes to roles/grades for individuals concerned.

v. It was proposed to implement the new structure from 1st August 2022.

 NOTED:

vi. In discussing the proposal, Senate noted that Faculty Leadership were sensitive to the historical context of the department, and consultation on naming would continue.

vii. Staff had been able to present alternative options for Faculty Leadership to consider alongside the proposed restructure. An options paper had been submitted and considered in full, but did not offer a feasible way forward for the department.

 AGREED:

viii. Senate voted (via Zoom poll) on the approval of the recommendation. Of the 57 present eligible voters, 29 voted in favour of the restructure, and 28 voted against. Therefore, the proposal was approved by Senate subject to confirmation that relevant change procedures had been followed.

[Secretary's note: Following the meeting, the Senior Leadership has agreed to further consultation involving the relevant Trade Union.]

REPORTS FROM COMMITTEES

10. Education Committee

RECEIVED:

i. A report on the meeting of the Education Committee held on 14 June 2022, covering:

- Education Committee: Updated Terms of Reference, Constitution and Membership
- Student Conduct Policy
- Academic Portfolio Planning Framework
- Promotions Guidance for both Teaching Activities and Scholarship & Practice Activities
- Review of University Student Protection Plan
- Student Success Framework – Draft 12 Month Action Plan
- Update on Reshaping Campus Programme
- Graduate Outcomes Survey 2019/20 – Internal Update
- Preparations for Welcome 2022
- Winners of the Sir Alistair Pilkington and Learning & Teaching and Student Experience Awards
- Education for Sustainable Development (ESD) Group – Governance and Terms of Reference

REPORTED:

ii. This item was previously starred, but has been requested to be unstarred in order to discuss 'Promotions Guidance for both teaching activities and scholarship & practice activities.'

iii. Education Committee endorsed a revised version of the guidance for managers and applicants in support of the promotions process for academic staff, which had been updated following feedback received at the Education Committee meeting held 18 January 2022. Senate were asked to endorse the Promotions Guidance for both Teaching Activities and Scholarship & Practice Activities.

AGREED:

iv. Senate endorsed the document subject to ensuring language was inclusive for practice based colleagues, and included a broader definition of 'scholarship'.

11. PGR Committee

RECEIVED:

i.   A report on the meeting of the PGR Committee held on 8 June 2022, covering:

- Institute of Systems, Molecular and Integrative Biology (ISMIB) IPR Progress Report
- School of the Arts PGR Internal Periodic Review Report and Action Plan (SOTA)
- Professional Doctorate Framework and Ordinance
- Actions Taken by the Chair Since the Previous Meeting of PGR Committee (March 2022) Ordinance 64 Integrated MSc and PhD
- LDC Functional Alignment
- Chair of PGR Committee

11. Research and Impact Committee

RECEIVED:

i.   A report on the meeting of the Research and Impact Committee held on 15 June 2022, with the following approval recommended to Senate:

- Academic Portfolio Planning Framework
- Updates from the Committee on REF2021 results and project CREATE.

12. Academic Quality and Standards Committee*

RECEIVED:

i.   The report from the Academic Quality and Standards Committee.

AGREED:

ii.   to approve a new Appendix 17 to the Postgraduate Research Code of Practice on Assessment: Framework for Professional Doctorates; and to approve a new ordinance: Professional Doctorates. Both with effect for new Professional Doctorates commencing from September 2022.

OTHER ITEMS

13. Policy Updates

13.1 Student Conduct Policy & Appendices

RECEIVED:

i.   The Student Conduct Policy & appendices

REPORTED:

ii.   Senate were asked to consider and approve the separation of Non-Academic Misconduct from Academic Misconduct and the introduction of two new policies to support this.

iii. The revised Student Conduct Policy sets out the standards of conduct that we require of our students and the University's approach to dealing with allegations of student misconduct. Thus, ensuring any breaches are dealt with in a fair and consistent manner. The Policy focuses on non-academic misconduct and enables us to meet the Office for Students expectations in relation to our response to sexual misconduct and other forms of harassment on campus.

AGREED:

iv. The policy should be approved

13.2   Academic Misconduct Policy

RECEIVED:

i.   The Academic Misconduct Policy

REPORTED:

ii.   The Academic Misconduct Policy sets out the standards of academic conduct that we require of our students and the University's approach to dealing with allegations of academic misconduct in examinations. Other forms of academic conduct are dealt with under the Academic integrity Policy. This policy is an annex to the CoPA Appendix D Regulations for the Conduct of Examinations and ensures that academic misconduct in examinations is dealt with in a fair and consistent manner.

AGREED:

iii.   Senate approved the Policy, subject to any future amendments following AQSC review being circulated to the committee.

13.   **Attendance Monitoring Update***

RECEIVED:

i.   An update on the new attendance (and absence) functionality and the key project milestones to be delivered prior to the rollout of the new attendance system.

REPORTED:

ii.   The new University Student Attendance Policy was approved by Senate in Summer 2021 to be rolled out across the University by Semester 2 in academic year 2022-23.

iii.   Central to the Policy was an acknowledgement that attendance was directly linked to student wellbeing, engagement, and success. Implementation of the Policy had required the development of a University-wide IT functionality which would enable the University to collect, record and interpret student attendance data. Development of this new functionality was being overseen by the Attendance Steering Group.

14. **Annual Complaints Monitoring Report for the Academic Session***

   RECEIVED:

   i.   The Annual Complaints Monitoring Report for the Academic Session

   REPORTED:

   ii.   The number of Stage 1 complaints in 2020/21 was significantly lower than in 2019/20 by 43%. This is likely due to a number of factors with the main ones being:

   - Not having a large student presence on campus during this time due to restrictions in place during the pandemic.

   - 19 complaints were directly escalated to stage 2 as they were related to Industrial Action whereas normally they would have been dealt with at stage 1.

14. **Date of Next Meeting**

   NOTED:

   i.   The next meeting would be held at 2pm on Wednesday 29 June 2022.