

UNDERGRADUATE STAFF STUDENT LIAISON COMMITTEE 2014/5

MINUTES OF MEETING 2: 9 DECEMBER 2014

PRESENT:

Staff: David Bence; Rob Branston; Jane Hill; Jane Hunt; Nick Kinnie; Lynda Porter; Jens Roehrich; Eliza Shaw; Ben Smith; Zeynep Yalabik.

Students: Harry Cobbold; Hannah de Souza; Elliott Gould; Katie Havouzari-Waller; Isla Jardine; Charlotte Jobson; Peter Nagle; Elizabeth Neale; Angus Pinner; Mohamed Rayan Slaoui (Chair); Max Teichert; Clara Tourme; Lucy Woodcock.

PARA		ACTION
	The Chair (Mohamed Slaoui) welcomed everyone to the meeting.	
013	APOLOGIES FOR ABSENCE Kejun (Audrey) Dong; Sanjam Hora (on Exchange); Richard Kamm; Diana Moore; Gavin Pearce; Jeff Wilkinson.	
014	MINUTES OF LAST MEETING (Paper 009) The minutes of Meeting 1 on 27 October were accepted as a correct record.	
015	MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS <u>Para 012 - Undergraduate Events Committee:</u> Eliza Shaw said that the Committee had run a number of social, mentoring and skills-based events in Semester 1. Plans for Semester 2 included a Spring Ball in the Pump Room on 26 March. Any requests for activities to be passed to her and the Committee. She asked for formal thanks to be recorded to the Committee and all event supporters. <u>Para 012 - Open Days:</u> A summary had been provided by Diana Moore. The first 2014/5 open day (3 December, for BBA offer-holders) had been attended by 9 applicants and their guests. They had welcomed the early opportunity to visit Bath and had been very complimentary about the student helpers. A sandwich lunch, enhancing the usual provision, had been appreciated. 17 offer-holders had booked so far onto the next BBA date (18 February). Invitations for the remaining dates would be sent out in the New Year. Nick Kinnie stressed the importance of student helpers to the success of open days. He asked the Membership to share thoughts or suggestions on these events, by emailing Diana or the Secretary.	
016	SSLC MEMBERSHIP (Paper 010) The revised Membership list now included the Chemistry with Management Reps.	

017	<p>CHAIR'S BUSINESS</p> <p>Semester 1 Unit Evaluations had been launched on 8 December and the Chair asked Reps to remind students to complete them. It appeared that not all students had received the initial notification, due to a system delay, but it was hoped this would soon be resolved.</p>	
018	<p>CHANGES TO PROGRAMMES AND UNITS</p> <p>The proposed withdrawal of MN30371 for Semester 1, 2014/5 (discussed at Meeting 1) had subsequently received Board of Studies approval. Students had been notified and asked to choose a replacement unit.</p> <p>There were no further changes to consider or report.</p>	
019	<p>NSS ACTION PLAN (Paper 011)</p> <p>Following the Report from Meeting 1 (para 011), an action plan had been drawn up and communicated to Heads of Teaching Groups and other staff. Important areas included:</p> <ul style="list-style-type: none"> • Planned changes to the Staff Induction Scheme (the School had taken on 15 – 20 new staff this year). • Feedback (timeliness and quality) – being discussed regularly by Heads of Group with their staff as part of ongoing improvements. • Academic support – a longer-term issue. • Personal development activity. A 7-week Personal Development Plan (pdp) had been introduced for BAF, including working with companies and postgraduate application advice. <p>Nick Kinnie asked for contributions on any other provisions. Lucy Woodcock asked if more notice could be given of discussion meetings, particularly at lunchtimes, so these could be prioritised to avoid clashes. Nick Kinnie said that short notice had been given this year for such a meeting. It might also be useful to record such sessions.</p> <p>Relevant information to be put on Moodle, so everyone has access (David Bence for BAF and Nick Kinnie/Rob Branston for MUSAS).</p>	<p>Nick Kinnie David Bence Rob Branston</p>
020	<p>EXTERNAL EXAMINERS' REPORTS 2013/4 (Paper 012)</p> <p>Nick Kinnie explained the role of the External Examiners. They had generally expressed a high level of satisfaction, with a few points for improvement being raised. This year, Richard Kamm had written the formal letter to each examiner in response to their feedback.</p> <p>David Bence said that an Exams Officer had been put in place for the Accounting & Finance group, in response to concerns about standard marking schemes and mix of assessments.</p>	
021	<p>PROVIDING FEEDBACK TO STUDENTS (Papers 013a and b)</p> <p>Paper 013a summarised the current feedback policy and Paper 013b was a request</p>	

