



UG STAFF/STUDENT LIAISON COMMITTEE 2015/6

MINUTES OF MEETING 1: 26 OCTOBER 2015

PRESENT: Sara Al Dada, Florence Bares, David Bence, Rob Branston, Sam Brill, Yannis Dimitroulas, Audrey Dong, Sara El Hamidi, Jane Hill, Ellie Howard, Jane Hunt (Secretary), Solène Jetzer, Danish Khan, Nick Kinnie (Chair), Adrian Ma, Diana Moore, Lidia Petrovici, Lynda Porter, Shresht Prakash, Ekaterina Rasouli, Jens Roehrich, Eliza Shaw, Laura Stubbs, Max Teichert.

In attendance: Katy Kraja (representing Ben Smith); Julie Fisher (UG Office)

PARA		ACTION
	The Chair (Nick Kinnie) welcomed everyone to the meeting.	
001	<p>APOLOGIES FOR ABSENCE</p> <p>Received in advance from Georgia Hall, Erin Hawker, Richard Kamm, Craig Mathias, Creina O'Shea, Emma Robinson, Ben Smith, Zeynep Yalabik.</p> <p>Received after the meeting from Lucy Woodcock.</p>	
002	<p>MINUTES OF LAST MEETING (Paper 001)</p> <p>The minutes of Meeting 4 held 20 April 2015 were accepted as a correct record.</p>	
003	<p>MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS</p> <p><u>Para 038 - Academic Rep Elections Pilot:</u> Eliza Shaw reported that the 'trial' of Academic Rep elections for some continuing students had taken place in Spring 2015. The remaining elections had occurred at the start of the academic year, as usual. She asked for feedback on either of these elections to be sent to her or the Secretary.</p> <p>Reps were encouraged to sign up for the Academic Reps' Conference on Saturday 1 November - email invitations had been sent by the Students' Union.</p> <p><u>Para 042 - Open Day update:</u> – The Chair said the 2015 events had been very successful and thanked all student helpers. Diana Moore said the first 3 offer-holder open days in 2016 would be single-programme (BAF, BBA, Management Suite) and the rest for all programmes. Exact dates to be confirmed, it was hoped they would take place in the Chancellors' Building. One would be on a Saturday (as encouraged by the University), and include a significant number of people to ensure a lively campus. Students would be invited to volunteer as helpers - they would receive training. Excellent feedback had been received last year about their contributions.</p>	<p>Reps</p> <p>Reps</p>
004	<p>SSLC CONSTITUTION AND SEMESTER 1 MEMBERSHIP (Papers 002 and 003)</p> <p>The Chair explained the function and importance of SSLC. Whilst he usually chaired the first meeting, this role could be taken by a student. Yannis Dimitroulas and Ellie Howard volunteered to Chair for the rest of the year. They would share the post and let the Secretary know how they wished to divide the duties.</p>	<p>Yannis and Ellie</p>

005	<p>RAISING ISSUES ON SSLC AND HANDLING COMPLAINTS (Paper 004)</p> <p>The Chair said that most unit-related issues could be resolved quickly by the Unit Convenor. Programme-related issues could be raised with the Director of Studies. Before raising any issue, Reps must find out its extent (eg individual or majority view). They should act as soon as a problem had been identified, and not wait for the next SSLC meeting. There was also a route for formal and informal complaints, although these occurred only occasionally.</p> <p>Paper 004 included a Unit Evaluation flowchart, with reference to Item 008.</p>	
006	<p>CHAIR'S BUSINESS</p> <p>2015 recruitment to UG programmes had been successful in the number and quality of applications. The School was just 'on target' with 487 students across all programmes compared with the target of 481.</p> <p>All students had been emailed about a new School of Management Student Association, led by Dr Chris Archer-Brown. With the support of the Dean and Associate Dean, the School was aiming to engage students in a range of academic-related (but 'non-curricular') activities. The Chair encouraged students to volunteer for a range of roles, which would benefit individual development as well as looking good on the CV.</p>	Reps
007	<p>ANNUAL REPORT FOR UGSSLC 2014/5 (paper 005)</p> <p>The Annual Report, summarising the year's activities, had been compiled by the Secretary and submitted to the Students' Union over the summer.</p>	
008	<p>UNIT EVALUATIONS 2014/5: SEMESTER 2 RESULTS, PROCESS FLOWCHART AND ANNUAL REPORT (Paper 006 a and b)</p> <p>The Chair explained the role and process of Unit Evaluations, which took place towards the end of each semester.</p> <p>Paper 006a showed the quantitative data for Semester 2, 2014/5. Any unit scoring less than 3.5 for the key question 'I am satisfied with the quality of the unit' was investigated, initially with the Unit Convenor, by a team led by Richard Kamm (Head of Learning and Teaching Quality). The Dean also took an interest in these investigations. Paper 008b summarised investigations for the whole of 2014/5, where out of 119 UG units offered by the School, 17 had fallen below 3.5.</p> <ul style="list-style-type: none"> • Lower scores sometimes resulted from late staff changes, owing to unit convenors leaving. • The process also highlighted examples of good practice and excellent delivery. • Response rates had improved since evaluations had been done through Moodle, but could still be better. Very low response rates were not taken into account as much as high ones, especially for small units. 30 – 40% was considered a reasonable response rate. <p>2015/6 Semester 1 unit evaluations were due to take place in the last 2 weeks of teaching. Following a University suggestion, staff would be encouraging students to complete them in class. They could also be done via a mobile phone. The key question 'benchmark' was being raised to 3.7.</p>	
009	<p>CHANGES TO PROGRAMME AND UNITS - Standing item (Paper 007)</p> <ul style="list-style-type: none"> • <u>Changes for noting</u>: 2 small changes had been approved since the last UGSSLC meeting. The change to MN30068 word count had been made in 	

	response to NSS results.	
010	<p>SCHOOL OF MANAGEMENT ASSESSMENT HANDBOOK – AMENDMENT TO SECTION 3 (Paper 008)</p> <p>The Chair drew attention to Page 2, para 3.8 – Feedback on Examinations - which had been designed to improve consistency of practice.</p> <p>(a) All students should receive generic feedback (qualitative, contextual) – such as matching sample responses to different mark categories.</p> <p>(b) Students who had failed a unit should receive individual feedback, especially if the mark seemed unusually low.</p> <p>The University did not provide any specific guidelines in this area, so the School had made these changes to assist students and staff. Consultations had taken place (eg with the Students’ Union VP for Education, Lucy Woodcock), prior to implementing the changes.</p>	
011	<p>FEEDBACK FROM NATIONAL STUDENT SURVEY (Paper 009)</p> <p>The Chair said that this was an annual survey of finalists, carried out by a third party for the government approx. March to May. The resulting data (quantitative and qualitative) were made public, and were used in the compilation of league tables. Following publication of the results, every department at the University was required to produce an Action Plan.</p> <p>2015 results varied slightly between the different School of Management UG programmes. A small decline (5%) had been found in the overall measure of satisfaction, although well above average for the country. However, a number of actions had resulted, such as extending the ‘add/drop’ period (for the School, not the University as a whole). Other proposed actions included improvements to assessments/feedback and teaching quality. A number of consultations had already taken place and further discussions were taking place with Heads of Division and other key staff.</p>	
012	<p>INDUCTION 2015 – INITIAL COMMENTS</p> <p>Eliza Shaw said that a survey had been sent to all new students with a deadline of 23 October. Results would be collated into a Report, to be provided at a later meeting. She asked for any comments to be forwarded to her.</p>	All
013	<p>ANY OTHER BUSINESS</p> <p>None was raised.</p>	
014	<p>DATE OF NEXT MEETING</p> <p><u>TUESDAY</u> 1 December at 13:15 in Wessex House Council Chamber. Refreshments from 13:00.</p>	
	There was no further business and the meeting closed at 2:10 pm.	