



## UG STAFF/STUDENT LIAISON COMMITTEE 2015/6

### MINUTES OF MEETING 2: 1 DECEMBER 2015 For formal approval at Meeting 3

PRESENT: Sara Al Dada, Florence Bares, David Bence, Rob Branston, Sam Brill, Yannis Dimitroulas (Chair), Georgia Hall, Jane Hill, Ellie Howard, Jane Hunt (Secretary), Nick Kinnie, Craig Mathias, Diana Moore, Shresht Prakash, Ekaterina Rasouli, Eliza Shaw, Laura Stubbs, Zeynep Yalabik.

In attendance: Julie Fisher (UG Office), Matt Rusling (representing Ben Smith).

PARA		ACTION
	The Chair (Yannis Dimitroulas) welcomed everyone to the meeting.	
015	<b>APOLOGIES FOR ABSENCE</b> Sara El Hamidi, Lidia Petrovici, Jens Roehrich, Ben Smith, Lucy Woodcock.	
016	<b>MINUTES OF LAST MEETING (Paper 010)</b> The minutes of Meeting 1 (26 October 2015) were accepted as a true record.	
017	<p><b>MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS</b></p> <p><u>Para 003 - Academic Rep Elections Pilot:</u> Eliza Shaw asked for comments on the 'trial' elections that had taken place in Spring for some Rep posts. Ellie Howard said that as a Year 1 student she had not realised it was a pilot, but had received no adverse comments. Eliza said that the Students' Union had thought the trial successful but lacked the resources to move more elections to the Spring, and proposed to continue running all elections at the beginning of October. Eliza asked Reps to pass on any further comments to her.</p> <p><u>Para 003 – Offer Holder Open Day update:</u> Diana Moore said the dates had been confirmed - 6 events starting 3 February (the first 3 single-programme and the rest for all programmes). All Wednesday afternoons except one Saturday (5 March), in the improved venue of Chancellors' Building. Invitations would shortly go out to staff and the student helpers (currently 33 but people could still sign up by contacting her). New helpers would have compulsory central training, others could do an on-line refresher. Nick Kinnie said the School would also provide training, probably in the first week of Semester 2.</p> <p><u>Para 006 - Student Association:</u> The Chair asked for feedback on processes or student involvement. Nick Kinnie said he was meeting the Chairperson the following day, the Committee was in place and budgets had been agreed.</p> <p><u>Para 012 - Induction:</u> Eliza Shaw asked for comments. It was agreed that the marquee events had been successful. Georgia Hall said it would be good to follow them up with other events, and mentioned the Accommodation Event (February) for BBA1/2 students. Rob Branston confirmed this was for them to 'pair up' with groups in the opposite year, to help solve 'thin sandwich' accommodation issues. Craig Mathias mentioned the peer mentoring system. It was noted that this had not yet started for BBA1's, but would do when BBA2 students returned from placement.</p>	

018	<p><b>CHAIR'S BUSINESS</b></p> <p>Semester 1 Unit Evaluations had been launched and the Chair asked Reps to encourage students to complete them (time was being made in class for this).</p> <p>The Chair wished to raise the profile of issues resolved by Reps outside SSLC meetings. He cited a Year 4 unit where an issue about coursework requirements had been resolved at Director of Studies level following input by himself and BAF4 Rep Shresht Prakash.</p> <p>Following a recent discussion with the Secretary, the Chair said SSLC members were welcome to bring laptops to future meetings, reducing the need for paper copies. Secretary to remind membership when issuing next Agenda.</p>	Secretary
019	<p><b>CHANGES TO PROGRAMME AND UNITS - Standing item (Paper 011)</b></p> <p>The Paper was circulated at the Meeting. Nick Kinnie said there were 3 changes to consider, the most major being the withdrawal of MN20445 in Semester 2. Such decisions were never taken lightly but owing to a shortage of staff, and despite much discussion, it had not been possible to find anyone to teach the unit. It would return to programme listings for 2016/7; it was also planned that students could take the unit in their final year. The proposed withdrawal had to go through further Boards, which would take about 2 weeks. Reps would be notified when the process was complete and students registered on the unit would be asked to choose a replacement. In the meantime, no requests to change to it would be actioned.</p> <p>Minor changes were proposed to MN20606 (amendment to assessment, contact names and removal of forbidden combinations) and MN20016 (change to group size and update to pre-requisites).</p> <p>Ellie Howard raised a cohort concern that 5 units in the current semester had similar types of assessment and deadlines. Nick Kinnie said he and Jens Roerich were aware of this, which may be due to the Management Suite unit choice structure. The comment was timely since planning for 2016/7 would start in the New Year.</p>	
020	<p><b>ALL SSLC'S ANNUAL REPORT 2014/5 AND ACTION PLAN (Paper 012)</b></p> <p>The Chair focussed on selected areas of the Report:</p> <p><u>Recommendation 1: Increased 'Open SSLC' Meetings/Feedback fora</u> – these aimed to allow more informal discussion than standard SSLC meetings. Nick Kinnie said that an Open SSLC meeting had taken place earlier in the year, co-ordinated by the Learning &amp; Teaching Office. School of Management staff had not been involved and the meeting, with an open agenda and attendance, had been chaired 'third party' by another department. No feedback had been received, but Nick Kinnie suggested the Chair contact Lucy Woodcock (VP for Education), who had attended. Suitable meetings could be facilitated in the future, possibly before or after an SSLC meeting if appropriate, depending on the format required.</p> <p><u>Recommendation 3 – promoting SSLC and its activities to students</u></p> <p>Suggestions put forward in discussion included:</p> <ul style="list-style-type: none"> <li>- Extending Facebook groups to cover SSLC activity (these already existed for programmes and some units).</li> <li>- It was important to include the students who were off-campus on placement or exchange (about a quarter of the School's UG total at any one time).</li> <li>- Articles in the School Newsletter - issued 4 times per year.</li> <li>- Including activities in the Annual Report. Informal feedback could also be given to students after each SSLC meeting.</li> </ul>	Chair

	<p>- Timing of election promotions: Ekaterina Rasouli suggested delaying this until after Freshers' Week, so new students were more likely to take in the importance of SSLC/Academic Rep role.</p>	
021	<p><b>ITEM 7 – ANY OTHER BUSINESS</b></p> <p><b>Raised by Shresht Prakash:</b></p> <p><u>1. BAF4 exam schedule for January 2016:</u> Four exams in as many days, with another the following Monday. Georgia Hall said a similar situation applied for BBA1. David Bence said that University policy only sought to avoid having 2 exams per day, the School could not influence or change the exam schedule and Directors of Studies did not see the exam timetable prior to publication. Rob Branston said a large number of exams took place over a short time and students' schedules depended on their optional units. Shresht mentioned there were more compulsory units on BAF and Nick Kinnie said this also applied to the Management Suite: the School sympathised with the problem. Reps could take the issue through a 'University' route (via the Students' Union, having access to senior directors), eg lobbying to put it on the 'Top 10 issues'. They could talk to Sabbatical Officers such as Lucy Woodcock and there was a new Pro Vice-Chancellor for Learning &amp; Teaching.</p> <p><u>2. Word counts:</u> Issues had arisen in recent Leadership coursework (10% leeway and inclusion of references in word count). Some students had handed in two versions pending clarification. It was noted that references were not usually included but staff had some flexibility (especially for pedagogical/learning outcome reasons) and students would probably have to adhere to the instructions that had been given. Nick Kinnie to look into it with the Unit Convenor. Zeynep Yalabik said that previous Assessment Office emails, reminding staff of the policy, had been helpful.</p> <p><u>3. Access to Unit Evaluation feedback for students choosing optional units:</u> the Secretary said that this was on the SSLC Moodle site, but Nick Kinnie added that the policy had just changed and the University now required it to appear in each unit's Moodle course. This was currently being arranged, but would take a while to complete and would be based on 2014/5 data. However it would not be possible to see average marks, which were confidential. E-learning staff would be consulted about how to retain the feedback data after the end of each academic year.</p> <p><b>Raised by Ellie Howard:</b></p> <p><u>4. Formative assessment on 100% exam unit:</u> Students had learned only 2 weeks ago that this assessment was required and had raised it with unit convenor but had heard nothing. They felt they were running out of time for it to take place. The issue had been reported to the Director of Studies (Jens Roehrich).</p> <p><b>Raised by Sara Al Dada:</b></p> <p><u>Exam concerns about Principles of International Finance MN20600</u> - a new unit, with a new lecturer and no past papers to refer to. Nick Kinnie suggested she speak to the unit convenor or the Director of Studies (Jens Roehrich).</p>	Nick Kinnie
022	<p><b>DATE OF NEXT MEETING</b></p> <p><u>TUESDAY</u> 16 February 2016 at 13:15 in WH Council Chamber (refreshments from 13:00).</p> <p>There was no further business and the meeting closed at 2:05 pm.</p>	