

Meeting **POSTGRADUATE TAUGHT STAFF STUDENT LIAISON COMMITTEE
FOR THE SCHOOL OF MANAGEMENT**

Venue **Wessex House Council Chamber**

Date **Tuesday 31st October – 13.15 pm**

Present

Yulei Sun	MSc in Accounting & Finance
Ning Geng	MSc in Accounting & Finance
Haicong Peng	MSc in Finance
Eduardo Valenzuela	MSc in Finance with Banking
Ahmad Muhaisen	MSc in Finance with Risk Management
Danqi Huang	MSc in Finance with Risk Management
Edwina Baiden	MSc in Business Analytics
Muyun Wu	MSc in Business Analytics
Asama Pulges	MSc in Entrepreneurship & Management
Lydia Sun	MSc in Entrepreneurship & Management
Yan Gong	MSc in Human Resource Management & Consulting
Natalie Belgrove	MSc in Human Resource Management & Consulting
Oommen Philip Tharakan	MSc in Innovation and Technology Management
Gavin Liu	MSc in Innovation and Technology Management
Kexin Kuang (Cathy)	MSc in International Management
Emmie Borjeson	MSc in International Management
Sam Evans	MSc in Management
Shiyue Su	MSc in Management
Sara Al Dada	MSc in Marketing
Ranjani Dharmarajan	MSc in Sustainability & Management
Benjamin Serrano	MSc in Sustainability & Management
Ritika Israni	Full Time MBA
Michael Mayer	Deputising for Pete Nuttall, Associate Dean, Postgraduate Taught Programmes (Chair)
Mike Willis	MSc in Accounting and Finance Programmes, Director of Studies
Gunes Erdogan	MSc Business Analytics, Director of Studies
Nina Hansen	MSc HRM & Consulting, Director of Studies
Maria Battarra	MSc in Management, Director of Studies
Zoe Lee	MSc Marketing, Director of Studies
Dimitris Paraskevopoulos	MSc in Operations, Logistics & Supply Chain Management, Director of Studies
Kostas Iatridis	MSc Sustainability and Management, Director of Studies
Navdeep Uppal	Head of MSc Operations
David Todd	Head of MBA Operations

Helen Rhodes
Gemma Ker-Bridges
Viktoria Korsun
Louisa Langley

School of Management Subject Librarian
Student Experience Officer
Student Experience Officer
MSc Receptionist/PGTSSSLC Secretary

	The Deputy Chair welcomed everyone to the first PGT SSLC meeting for the academic year 2017/18.	
		ACTION
1	<p>Apologies Apologies were received from: Zhuo Mei, Jianing Li, Miranda Yang, Ankesh Gupta, Pete Nuttall, Bruno Oliveira, Steve Cayzer, Phil Tomlinson and Caroline Baldwin.</p>	
2	<p>Chair's Business There was no Chair's business.</p>	
3	<p>Library Report</p> <p><u>Refurbished and new study areas</u> We have updated study areas across the Library and added 50 additional study seats. The SALC has moved from Level 5 to Level 3 and is now called the Language Learning Zone. In its place on Level 5 we have created a new, refurbished, individual silent study zone. This new area will be opening soon and will add additional seating to Level 5. Some of the additional study areas have been made possible by the removal of print journals (to which we have access online) to create more space for desks and seating.</p> <p><u>New Resources</u></p> <p>FT.com – new resource FT.com is a new resource giving access to today's Financial Times as well as additional analysis and commentary. To get an account for FT.com see the 'newspapers' heading on the Resources for Management website. Individual registration is required because the cost of the subscription is based on usage. <u>Note:</u> the easiest method of reading articles from the Financial Times is via an article title search on the library catalogue. This method of access will find all articles from 1996 (apart from the last 30 days) with no requirement to register for access.</p> <p>Access to over 1,000 new e-books I have added to our collection 949 Springer 2017 e-books in the subjects of business, management, economics and finance. The Oxford Handbooks series has also been updated adding an additional 23 to the Library's collection. At the last PGT SSLC I announced that I was trialling an e-book package from</p>	

	<p>Business Expert Press. I have now subscribed to 600 BEP books. The books are specifically designed for business managers with an applied, concise and practical focus.</p> <p>Additional Journal titles The Library has increased the total number of e-journals from c. 21,000 to 24,000 titles.</p> <p><u>Change to borrowing limits</u> The borrowing limit has been extended from 20 items to 30 items. This new limit is being trialled for a year.</p> <p><u>Digital signage</u> We have upgraded our digital signage, with new screens on each of the subject floors, providing all Library users with service alerts and announcements.</p> <p><u>Replacement card fee reduced to £5</u> To make sure you can always make the most of the Library, we've made it cheaper to replace lost or damaged Library cards – now £5 instead of £8</p>	
4	<p>Minutes of last meeting</p> <p>The minutes of the last meeting held on Tuesday 2nd May 2017 were approved with no amendments.</p>	
5	<p>Matters arising from the last meeting</p> <p>There were no matters arising from the last meeting.</p>	
6	<p>Constitution and Terms of Reference of the PGTSSLC</p> <p>There were no queries or comments about the constitution or terms of reference of the PGTSSLC.</p>	
7	<p>Membership of the PGTSSLC</p> <p>There were no queries or comments about the membership of the PGTSSLC.</p>	
8	<p>PGTSSLC Annual Report 2016/17</p> <p>There were no queries or comments about the annual report of the PGTSSLC.</p>	

9	<p>Unit/Programme Changes</p> <p>There were no queries or comments about the proposed unit changes.</p>	
10	<p>Minutes and Action Plan from the MSc Management Degree Scheme Review</p> <p>The DoS for MSc Management noted that work was underway at implementing some of the points from the Degree Scheme Review.</p> <p>There were no other queries or comments about the MSc Management Degree Scheme Review.</p>	
11	<p>Feedback from students on the Induction process</p> <p><u>Organisation</u> One Academic Rep reported that Induction Week activities had been well organised. Another Academic Rep agreed, adding that it was absolutely brilliant with lots of opportunities to network across programmes and across the University. The Academic Rep for the Full Time MBA added that it was well-structured and the networking reception was very good. There had also been good feedback received from other MBA students.</p> <p><u>Grading Framework</u> One Academic Rep explained that some students felt that the grading method for dissertations and overall degree was not explained fully. The DoS for MSc Management suggested that although it is explained within the MSc Handbook, it would also be beneficial to include information within the DoS Talk during Induction Week. It was agreed by several academic reps that providing the information at the start of the academic year would be useful for all students.</p> <p>One of the Student Experience Officers suggested that information could also be included within the Exam Information document they would be sending to students in January. The Student Experience Officers and Head of MSc Operations agreed to send out information to students regarding the grading scheme and provide examples of how it is calculated.</p> <p><u>Library Sessions</u> The School of Management Librarian commented that it was beneficial to have a longer session this year; as during 2016/17 the sessions were short. It was felt that more information could be disseminated to students and there was more time to discuss and research topics. Several Academic Reps agreed that the sessions were very helpful.</p>	<p>All DoS's</p> <p>GKB/VK/NU</p>

12	<p>Any Other Business</p> <p><u>Global Residencies</u> One Academic Rep enquired about the high cost of the Global Residencies trip and commented that the price could discourage people from attending.</p> <p>The Head of MSc Operations explained that the trip is not the same as an exchange and is designed and structured as a professional programme offering company visits and meetings. The cost of the trip is also partly subsidised by the School of Management. The Head of MBA Operations and Head of MSc Operations also agreed that previous participants had reported the trip had been worth the cost.</p> <p>It was agreed that the comments regarding the cost would be fed back to the Associate Dean, Postgraduate Taught Programmes.</p> <p><u>Panopto Recordings</u> One Academic Rep reported that the Panopto camera in one lecture theatre is unable to record the screen correctly as there is furniture in the camera's view. It was suggested that the issue be raised with the Unit Convenor and the Audio Visual Unit at the University.</p> <p>One of the Student Experience Officers queried if any other students had found similar problems in other lecture theatres. No similar problems had been reported.</p> <p><u>Food Close to 10 West</u> One Academic Rep suggested that a vending machine would be useful in 10 West, as the building is a long distance from any food outlets.</p> <p>It was agreed that the issue be noted and taken to Central University.</p> <p><u>Teaching Quality</u> One Academic Rep reported that there were issues with the quality of teaching on MN50167 Marketing which is taken by students on a number of MSc programmes. The Deputy Chair explained that the School of Management is already aware of this issue and the Head of Division is making arrangements to address the issue.</p> <p><u>Careers</u> Two Academic Reps reported that careers events and appointments run by the Central University Careers Service are often full as soon as the notification emails are received. More appointments and availability would be beneficial to all students. The Head of MSc Operations agreed to feed back the issue to the Careers and Professional Development Advisor who will investigate further with the Central University Careers Service.</p> <p>One Academic Rep reported that having the Central University Careers Service located within the city centre is not useful as many of the services offered have closed by the time lectures on campus have finished. The Deputy Chair responded that the University is aware of the issue and in future, there will be a careers service on campus as well.</p>	<p>NU/PN</p> <p>MM/PN</p>
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<p>One Academic Rep explained that there are not enough careers sessions available within the School of Management, adding that the Careers and Professional Development Advisor is doing an excellent job but is unfortunately always fully booked. She commented further that one person to support nearly 700 students is not sufficient; more careers support is needed. The Deputy Chair and Head of MSc Operations explained that they are aware of the issues surrounding careers support and there is a process in place to gain an extra person to support the Careers and Professional Development Advisor.</p> <p>One Academic Rep enquired if the Careers and Professional Development Advisor was able to do group bookings for several students who had the same queries. It was agreed by several members that yes, she was able to offer group bookings.</p> <p>One Academic Rep explained that more careers advice and events were needed focussed on international students, rather than UK and EU students.</p> <p>One Academic Rep reported that the 2017 Autumn Careers Fair was not beneficial for international students as the opportunities were mainly for UK or EU students. Another Academic Rep added that there were a number of engineering companies and not many management companies; there should be a variety of employers from all sectors. Another Academic Rep commented that students want to feel welcomed by employers and not just told that a company does not sponsor visas. The Deputy Chair, two Director of Studies' and one Academic Rep explained that students need to be specific, research companies and international opportunities and also network with alumni and employers to develop a specific careers strategy.</p> <p>The Academic Rep for the Full Time MBA programme added that she had received very positive feedback from her cohort regarding the networking receptions; students had found the opportunities very beneficial.</p> <p><u>Coursework Submission Methods</u></p> <p>One Academic Rep asked why certain units require both a hard copy and soft copy submission of coursework, adding that there seems to be a lack of consistency between various units and across the University.</p> <p>Several other Academic Reps added that for units where a hard copy is required, it means printing costs are high and other University departments offer students credit for printing.</p> <p>The Deputy Chair explained that there is a University transition process for unit convenors to change from hard copy to soft copy coursework hand ins. Some unit convenors also request a hard copy for medical reasons.</p> <p>The Head of MSc Operations added that as the issue mainly affects the units on the MSc HRM and Consulting programme, the comments would be taken forward to be discussed with the relevant Director of Students and Academic Reps.</p>	<p>NU/NH/ HRM Reps</p>
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	<p><u>Zurich Challenge</u> One Academic Rep commented that after signing up to participate in the Zurich Community Challenge, they had found that their assignment load was high and didn't feel able to fully commit to the challenge.</p> <p>One Student Experience Officer responded that students could change or switch and they needed to email G.L.Ker-Bridges@bath.ac.uk by the first week of November in order to do this.</p> <p><u>MyTimetable Software</u> One Academic Rep commented that MyTimetable software can be confusing as it only shows unit codes and not unit names, meaning that students have to cross-reference the timetable with other lists.</p> <p>The Head of MBA Operations replied that there was limited capacity to insert names into the software. The Deputy Chair added that the issue will be noted and transferred to University IT Systems.</p> <p><u>Lockers</u> One Academic Rep commented than all the lockers had been hired within the first day of Induction Week and it was not fair on students who could not arrive till later in the week. The Head of MSc Operations agreed that the issue would be noted and looked at for the next academic year.</p> <p><u>Dental Care</u> One Academic Rep reported that the University Dental Centre was already full and was no longer accepting patients. Two other Academic Reps commented that there were other dentists available within the city centre and also using a private dentist could be an option. The Deputy Chair added that the relationship between the University and the NHS Dental Centre could be investigated.</p> <p><u>Laptop Rental</u> One Academic Rep enquired if the University has a laptop rental scheme as one unit convenor had stated students could bring their own laptops to class. The DoS for MSc Business Analytics added that PC lab space across the University is scarce and investment is needed in this area.</p> <p><u>Printing Costs</u> One Academic Rep explained that some unit convenors require lecture notes and hand-outs to be printed, resulting in high costs for the students. Other Academic Reps commented that other departments and other Universities provide students with a credit towards printing costs, adding that there is inconsistency between different academic departments. The Deputy Chair summarised that there were two issue: 1) printing costs and 2) the expectation of unit convenors that notes need to be printed. The Head of MSc Operations agreed that the issue would be taken forward.</p>	<p>MM/PN</p> <p>NU</p> <p>MM/PN</p> <p>NU</p>

<p>13</p>	<p>Dates of future PGTSSLC meetings</p> <p>Monday 11th December 13:15 start Monday 19th February 13:15 start Tuesday 1st May 13:15 start All held in the Wessex House Council Chamber.</p>	
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The meeting closed at 2.15pm.