

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

Venue **Wessex House Council Chamber**

Date **Monday 11th December – 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
Gavin Liu	MSc in Innovation and Technology Management
Emmie Borjeson	MSc in International Management
Sam Evans	MSc in Management
Shiyue Su	MSc in Management
Sara Al Dada	MSc in Marketing
Jianing Li	MSc in Marketing
Arnish Singh	MSc in Operations, Logistics & Supply Chain Management
Ranjani Dharmarajan	MSc in Sustainability & Management
Benjamin Serrano	MSc in Sustainability & Management
Ritika Israni	Full Time MBA
Ankesh Gupta	Full Time MBA
Pete Nuttall	Associate Dean, Postgraduate Taught Programmes (Chair)
Mike Willis	MSc in Accounting and Finance Programmes, Director of Studies
Nina Hansen	MSc HRM & Consulting, Director of Studies
Phil Tomlinson	MSc International Management, Director of Studies
Zoe Lee	MSc Marketing, Director of Studies
Dimitris Paraskevopoulos	MSc in Operations, Logistics & Supply Chain Management, Director of Studies
Fotios Petropoulos	MSc in Operations, Logistics & Supply Chain Management, Incoming Director of Studies
David Todd	Head of MBA Operations
Viktoriia Korsun	Student Experience Officer

Caroline Baldwin
Louisa Langley

Careers and Professional Development Advisor
MSc Receptionist/PGTSSSLC Secretary

	The Chair welcomed everyone to the second PGT SSLC meeting for the academic year 2017/18.	
		ACTION
1	<p>Apologies</p> <p>Apologies were received from: Steve Cayzer, Maria Battara, Kostas Iatridis, Navdeep Uppal, Helen Rhodes and Gemma Ker-Bridges. Apologies were received from Kexin Kuang after the meeting.</p>	
2	<p>Chair's Business</p> <p>There was no Chair's business.</p>	
3	<p>Minutes of last meeting</p> <p>The minutes of the last meeting held on Tuesday 31st October 2017 were approved with no amendments.</p>	
4	<p>Matters arising from the last meeting</p> <p><u>Grading Framework</u> FAQ's were emailed to students at the beginning of December. The grading framework will be sent by the SEO's by 22nd December. The DoS for MSc International Management added that it would be beneficial if a general email was sent from the Associate Dean.</p> <p><u>Global Residencies</u> Comments regarding fees and costs were fed back to the Associate Dean. There were no further questions from the room about Global Residencies.</p> <p><u>Catering in 10W</u> The Chair reported that this is still an outstanding issue and will be pursued.</p> <p><u>Careers</u> University Careers bookings: at the start of the semester MSc students were only able to access Quick Query appointments in the Virgil Building, bookable on the day. This is not ideal for MSc students – so it has now been agreed that MSc students can book:</p> <ul style="list-style-type: none"> • Appointments on campus with a University Careers Advisor– bookable 2 weeks in advance • Applications advice – bookable 1 day in advance and meetings take place in the Virgil Building <p>These are in addition to the School of Management Careers Advisor, who is available for 30 minute slots in 8 West, generally daily.</p>	<p>PN/NU/ SEO's</p> <p>PN</p>

School of Management Careers Advisor availability:

October is always an extremely busy time for all careers staff. The Careers Advisor anticipated the high demand amongst students by providing external careers consultants to work full time 9.30-4 weeks 1-4, whilst the careers workshops limited her own availability.

There were 200 one to one slots available during this time. Some students booked multiple slots (some had 5 during this period) and there were 26 (13%) no-shows, which meant that the availability was still problematic. Once the careers workshops were finished at the end of October, the problem seemed to resolve itself and there is good availability for students to sign up in advance or on the day.

We have also recruited 3 additional staff (1 full time and 2 part time) within the School of Management. They will start in January.

One Academic Rep for MSc HRM and Consulting enquired that as availability for appointments is short in October, could there be a cap on the number of appointments a student could book? The Careers Advisor agreed and mentioned that there will be a new platform to limit appointments and also offer CV/letter tools online.

International student events:

Generally the autumn period focuses on UK recruitment as international recruitment usually starts later in the year. However there was a Lockin China Careers in China event in October. The School of Management and University careers service are planning an International Careers Week – w/c 26 February. This will provide advice and guidance on international job search and applications, as well as additional support for international students looking for jobs in the UK. There will also be a Careers Week in the summer with advice and support for those looking for jobs and internships in the UK and internationally.

Autumn Careers Fair

The Careers Advisor fed back to the University Careers Service on the international aspect of the careers fair and asked that in future there is information on which companies attending the Fair sponsor work permits. MSc students were given information on which companies sponsor work permits in advance so they could target relevant companies.

Coursework Submission Methods

The DoS for MSc HRM and Consulting had talked to the unit convenors and changed coursework to Moodle only with no hard copies needed.

The Chair added that the School is supporting all academics to make their coursework submissions Moodle only.

My TimeTable Issues

The Chair reported that the issue has been transferred to the IT department.

	<p><u>Lockers</u> The Chair reported that this issue will be looked at for the next academic year.</p> <p><u>Dental Care</u> The Chair explained that the issue is largely beyond the control of the School however the School will make sure the University understands there are capacity issues.</p> <p><u>Printing Costs</u> This issue has been addressed by the Library and is outlined in the Library Report.</p>																
5	<p>Library Report</p> <p>From 1st December printing prices for all students have been reduced. For example, a single A4 sheet has gone down from 6p to 4p and a single colour A4 sheet has gone down from 20p to 11p. The new prices are shown below.</p> <p>UPS Prices from 1 December 2017</p> <p>Scanning is free of charge</p> <table border="1" data-bbox="260 987 943 1189"> <thead> <tr> <th></th> <th>Single Sided</th> <th>Double Sided</th> </tr> </thead> <tbody> <tr> <td>A4 Black & White</td> <td>4p</td> <td>6p</td> </tr> <tr> <td>A3 Black & White</td> <td>5p</td> <td>8p</td> </tr> <tr> <td>A4 Colour</td> <td>11p</td> <td>20p</td> </tr> <tr> <td>A3 Colour</td> <td>12p</td> <td>22p</td> </tr> </tbody> </table> <p>Christmas loans:</p> <ul style="list-style-type: none"> • New loans from Tuesday 5 December onward are not due for return or renewal until Wednesday 10 Jan 2018 • Any requests placed on items in the meantime that are not “due” until Wednesday 10 January will not be required for return until Wednesday 10 January at the earliest. This due date will be reflected on any request notification emails sent during the Christmas vacation period. <p>One Academic Rep for MSc Marketing enquired if the heating could be improved within the Library as some areas are very cold. The Chair stated that the issue will be fed back to the SoM Librarian.</p> <p>The Academic Reps for MSc Entrepreneurship and Management explained that there are not enough books for students on units such as ‘MN50167 Marketing’ which is taken by students across several programmes. The Chair and DoS for MSc International Management suggested some books could be made into short term loans for a few hours. The Academic Reps for MSc Business Analytics added that they have the same problem: student numbers on their programme have doubled but the number of books remains the same with no eBook or short term loan availability.</p>		Single Sided	Double Sided	A4 Black & White	4p	6p	A3 Black & White	5p	8p	A4 Colour	11p	20p	A3 Colour	12p	22p	PN/HR
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	<p>The Chair asked all the Academic Reps to talk to their cohort and compile a report identifying which units and books were affected. The issue can then be looked at further for Semester 2. One Academic Rep for MSc Marketing also added that she could speak to the SoM Librarian to see if there's anything she could do to help.</p> <p>One Academic Rep for MSc HRM and Consulting added that the email received regarding book return dates over Christmas was different to the information received in the Library Report. The Chair commented that he will feed back to the Library to see where the confusion lies.</p>	<p>All Academic Reps</p> <p>PN/HR</p>
6	<p>Unit/Programme Changes</p> <p>There were no unit or programme changes.</p>	
7	<p>Feedback about Coursework Submission Dates</p> <p>One Academic Rep for MSc Management explained that coursework submission date for MN50175 Operations Management had been moved from 6th December to 11th December and the coursework submission date for MN50167 Marketing was 14th December – however it would be more beneficial for MN50175 to be submitted on 14th December. The coursework MN50175 needs more work and also liaising with companies based in Bath city centre.</p> <p>The Chair explained that the education strategy was to move from a unit focus to a programme focus and map the assessment process across the year and across all programmes. The DoS' would then be able to help organise dates and deadlines.</p> <p>The DoS for MSc HRM and Consulting explained that this is already happening – the Programme Officers and Administrators communicate that information to the DoS'.</p> <p>One Academic Rep for MSc HRM and Consulting added that if one deadline is changed it could impact on other deadlines and other programmes.</p> <p>The Chair noted the points and commented that mapping coursework will help see the bigger picture.</p>	
8	<p>Any Other Business</p> <p><u>Unit Evaluations</u></p> <p>One Academic Rep for MSc Operations, Logistics and Supply Chain Management explained that completing unit evaluations near to the end of the semester is not helpful for students as it is often too late to change anything. The Chair suggested that unit evaluations could be halfway through the semester instead. One Academic Rep for MSc Finance with Risk Management agreed adding that the unit evaluations could be moved forward or even have an additional mid-term unit evaluation.</p>	

<p>One Academic Rep for MSc International Management commented that unit evaluations are currently being looked at by Central University. The Chair added that things may change in semester 2.</p> <p>The DoS for MSc HRM and Consulting explained that informal feedback is already available throughout the semester. One Academic Rep for MSc HRM and Consulting agreed saying that some lecturers are already giving feedback but good practice should be shared and undertaken by all lecturers.</p> <p>Several DoS' commented that it is important to understand feedback can take many forms, from written feedback to an informal chat. It is also about the unit convenor being engaged and communicating effectively.</p> <p>One Academic Rep for MSc HRM and Consulting suggested that it may be worthwhile having two questions about feedback in the unit evaluation: one questions about formal feedback and one question about informal feedback. If one answer was different to the other, it would show where improvements need to be made.</p> <p>The Head of MBA Operations enquired if students could complete paper feedback forms at the end of their class. The Chair agreed that it was an option which could be looked at.</p> <p>One Academic Rep for MSc ITM also added that due to the linear nature of their units, it was difficult to give unit evaluation feedback on a unit which was studied several weeks ago. The Chair responded that it would be worthwhile feeding back to the DoS for MSc ITM so that the unit evaluation end dates could be adjusted.</p> <p><u>Academic Rep Access to Student Emails</u></p> <p>One Academic Rep for MSc Marketing enquired if it was possible to have their cohort's email addresses to communicate with them regarding academic rep issues. The SEO commented that this had been done but there had been IT issues which meant it was not yet working properly. The SEO's and Secretary will contact IT to ensure this issue is resolved.</p> <p><u>Claverton Rooms</u></p> <p>One Academic Rep for MSc HRM and Consulting explained that the Claverton Rooms are often busy with undergraduate students using the facilities – could the library card be checked when paying? The Chair added that he would feed back about the issue.</p> <p><u>Grading System Differences</u></p> <p>One Academic Rep for MSc HRM and Consulting commented that some Chinese students are concerned about their grades as the grading system is different to their home country – a 60 or 70% in the UK would often be an 80 or 90% in China. The Chair added that this issue would also affect students from other international countries and suggested that the School needs to be clearer about comparisons between grading systems in different countries.</p>	<p>GKB/ VK/LL</p> <p>PN</p>
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<p><u>Assignment Design</u> One Academic Rep for MSc ITM explained that all the assignments on their programme were created by one academic and having assignments created by different people would be more beneficial. The Chair and DoS for MSc HRM and Consulting explained that all assignments are marked and moderated by 2 people and some samples go to the external examiner so feedback often comes from more than one person.</p> <p><u>Taking Extra Units</u> One Academic Rep from MSc Entrepreneurship and Management enquired if it was possible to attend modules from other programmes in addition to the normal programme of study. The Chair explained that there were usually restrictions on room sizes and timetabling constraints however if it was for a specific unit, the DoS and Unit Convenor would need to be approached to see if there is space.</p> <p>One Academic Rep for MSc Operations, Logistics and Supply Chain Management added that it would be useful to be able to take more than 5 units per semester as the number of permitted units is restrictive. The Chair suggested that it may not be feasible to study more than 5 as each unit also includes extra study time outside lectures and seminars. There is an option to take a foreign language as an extra unit.</p> <p>One Academic Rep for MSc Finance with Risk Management suggested that students could have access to Panopto recordings on Moodle for other modules they were not officially taking. Students could then watch the recordings in their own time without causing any disruption to any official modules. The Chair agreed it was a good idea and with check with SoM policy to find out if this can be done.</p> <p><u>Choosing Optional Modules for Semester 2</u> One Academic Rep for MSc Management questioned the deadline to choose modules for semester 2 as the email correspondence received suggested the date was before the first week. The Chair and the Careers and Professional Development Advisor commented that the date was usually at the end of the first week of semester 2 and would check with the MSc Office. An email will be sent to clarify the correct date.</p> <p><u>10 West</u> One Academic Rep for MSc Sustainability and Management commented that there is a lack of board markers available for use in 10 West – they are all either missing or dry. Would it be possible to have some new board markers in the rooms?</p> <p>One Academic Rep for MSc International Management added that the temperature in 10 West is always very cold. One Academic Rep for MSc Finance with Risk Management added that the PC labs on the 4th and 5th floor are always particularly cold.</p> <p><u>PTES SoM Response</u> The Chair explained that the report had been received and would be available on Moodle after the meeting. The PTES SoM Response would be added as an agenda item for the next meeting so members can add any comments or queries.</p>	<p>PN</p> <p>PN/CB/ NU</p>
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	<p><u>MSc Programmes Manager</u> The Secretary explained that the PGTSSLC had received a request for the MSc Programmes Manager to join the committee. There were no objections or comments regarding the MSc Programmes Manager joining the committee and therefore they would be added to the members and be in attendance from the next meeting, in February 2018.</p>	
9	<p>Dates of future PGTSSLC meetings</p> <p>Monday 19th February 13:15 start Tuesday 1st May 13:15 start All held in the Wessex House Council Chamber.</p>	

The meeting closed at 2.20pm.