



UG STAFF/STUDENT LIAISON COMMITTEE 2017/8

MINUTES OF MEETING 1: 30 OCTOBER 2017

PRESENT: Paul Baker, Smaranda Balu, Madeline Barfoot, Suzannah Belk, Ali Bevan, Kimberley Cheung, Philip Cooper (Chair), Daniel Cripps, Robert Critchlow, Benoit Dillet, Jen Duckett, Cristian Florea, Bianca Galimberti, Mara Grigore, Sarah Jones, Maya Khurana, Jack Kitchen, Sophia Lavecchia, Tingyu Liu, Irene Macias, Claire Martin (Secretary), Jack Masding, Sarah McBride, Diana Moore, Sofya Morozova, Helen Rhodes, Tony Roath, Matt Rusling, Kimberly Russell, Kieran Shergill, Amy Staines, Laura Stubbs, , Brianna Marie Wong,

Apologies for absence sent in advance:

Amine Boukhriss, Bruno Oliveira, Richard Kamm, Emma Robinson, Yuwen Sheng.

PARA		ACTION
	<p>CHAIR'S WELCOME Philip Cooper introduced himself as the School's Associate Dean (UG Programmes) and welcomed all present.</p>	
001	<p>MINUTES OF LAST MEETING (Paper 001) The Minutes of the 27 April 2017 meeting were accepted as a true record with no amendments. Sarah Jones proposed acceptance of the Minutes and Helen Rhodes seconded.</p>	
002	<p>MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS <u>Para 035: BBA Housing</u> (Sarah Jones) – The Director of Studies provided an update on the issue experienced by BBA students in having to find accommodation each for 6 month periods. Coordination via social media, especially Facebook, has been found to be helpful and the BBA2 Academic Reps have set up a Facebook Group across the cohorts. Matt Rusling confirmed that PDP sessions are being set up on housing for BBAs. <u>Para 043: BBA Final Year Project Fee</u> (Sarah Jones) – BBA students had asked for greater transparency about use of the BBA FYP sponsorship fee. This had been discussed at SLTQC and the Convenor made it clear that the School obtains no net benefit from the fee. Matt Rusling indicated that communication in this area is being reviewed.</p>	
003	<p>TERMS OF REFERENCE AND MEMBERSHIP (Papers 002 and 003) There were no comments or questions.</p>	
004	<p>PROCEDURES: RAISING ISSUES ON UGSSLC (Papers 004) The Chair referred to the paper and emphasised that the SSLC is intended to deal with high level issues. Specific unit issues should be raised with the unit convenor and programme issues should be raised first with the DoS. There were no questions.</p>	
005	<p>CHAIR'S BUSINESS The Chair said that the SSLC 'Terms' allowed for a Student Chair. Any Academic Rep wishing to undertake this role should contact him or the Secretary. It is possible for two Reps to share this role.</p>	Reps
006	<p>ANNUAL UGSSLC REPORT 2016/7 (Paper 005) There were no comments or questions.</p>	

007	<p>NATIONAL STUDENT SURVEY 2017</p> <p>The Chair stated that the NSS results are compiled from feedback from final year students and this year the results were published in August. Despite the initial NUS boycott there was a response rate of over 50% for the School of Management and over 94% of SoM students were overall satisfied with their course.</p> <p>The Chair highlighted some issues identified in the NSS and action being taken in the School:</p> <p>BBA: <u>The amount of Group Work in Final Year</u> – The NSS highlighted concerns about the extra work created by the amount of group work in the final year of BBA and ensuring equal contribution. The School is in the early stages of implementing the University’s curriculum transformation, which will include consideration of the amount of group work in each course. The Chair also noted that the current amount of group work in the later stages reduces differentiation in the programme average marks.</p> <p><u>Criteria in exam marking</u> – Some students felt more information on criteria could be provided. The Chair noted that generic feedback should be given and students should know in advance what criteria would be used in assessment.</p> <p>BAF: <u>Volume of Assessment</u> – Students had expressed concerns about the volume of assessment the Chair noted that reducing assessment was one of the driving forces in the curriculum transformation planning for future years.</p> <p>MS: The sample size for Management Suite was very small with 11 out of 15 students completing the NSS. However the level of satisfaction on the course was very high.</p> <p>Placements and Exchanges: Matt Rusling added that following the 2016 NSS results the placements team had arranged for the Careers Office to be available for appointments for final year students. Finalists can book appointments online. Matt asked the Reps to remind students of this opportunity.</p> <p>The Chair thanked the Placement & Exchanges Team for achieving extremely high levels of satisfaction in the NSS 2017.</p>	Final year Reps
008	<p>CHANGES TO PROGRAMME AND UNITS - Standing item</p> <p>There were no changes to note or discuss under this item.</p>	
009	<p>Library-Related Issues</p> <p>Helen Rhodes provided her report, summarised as follows:</p> <p><u>Refurbished and new study areas</u> The study areas have been updated 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 is 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 (access available online) to create more space for desks and seating.</p> <p><u>Resource changes:</u> Keynote – no longer available. The publishers of the Keynote database no longer produce</p>	

	<p>this resource so it has been withdrawn. IBISWorld replaces Keynote as our UK market research database.</p> <p>FT.com – 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.</p> <p><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>1,000 new e-books –The Library has added to the collection of 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. There is also now a subscription 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>Change to borrowing limits - The borrowing limit has been extended from 20 items to 30 items. This new limit is being trialled for a year.</p> <p>Upgraded Digital signage – There are new screens on each of the subject floors, providing all Library users with service alerts and announcements.</p> <p>Replacement card fee reduced to £5 - To make sure students can always make the most of the Library, the fees to replace a lost or damaged Library cards has been reduced to £5 instead of £8.</p>	
010	<p>ANY OTHER BUSINESS</p> <p><u>Online Unit Evaluations:</u> The Chair spoke about the new Unit Evaluation system which will be online later in the semester. The Unit Evaluations now have a reduced number of questions limited to:</p> <ul style="list-style-type: none"> 5 core quantitative questions 3 open questions 2 additional optional questions that can be added by the Unit convenor <p>By limiting the number of questions to a maximum of 10 questions the School hopes to improve response rates and results should be more comparable. Some response rates were below 30% for 2016/7 and the Chair encouraged Reps to help promote completion of Unit Evaluations. This is a very important source of information for the School in developing its teaching.</p> <p><u>E-Teaching Resources:</u> A student rep raised the issue of variability in the use of Panopto - a number of Management students are having to miss classes to attend placement interviews and would like to use E-resources to catch up.</p> <p>The Chair said the School’s policy is that Panopto should be used where possible but it is ultimately the lecturer’s choice whether they record their lectures. However, students who knew they were going to be away could ask lecturers who don’t use the system generally to</p>	Reps

	<p>make a recording in these circumstances.</p> <p>The discussion was extended to the use of e-resources generally and there was widespread support for the use of e-polling during lectures to improve engagement. It was pointed out that using web based polls is better than Apps that have to be downloaded or clickers. Bitly.com can be used to change links to shorter links. Polldaddy.com is also another e-polling tool that could be used.</p> <p>The Chair asked members to report back on our practice in the e-learning area: what is being done well, what other e-resources could be used, and what is not being done so well. The BBA DoS volunteered to collate this information and report back in due course.</p> <p>Matt Rusling – offered his team to mediate for students with lecturers about any missed lecturers.</p>	<p>Reps & Sarah Jones</p>
	<p><u>DATE OF NEXT MEETING</u> Wed 13 December. Meetings in 2018: Mon 12 February and Thurs 26 April.</p>	