



UG STAFF/STUDENT LIAISON COMMITTEE 2017/8

MINUTES OF MEETING 2: 13 December 2017

PRESENT: Paul Baker, Smaranda Balu, Suzannah Belk, Ali Bevan, Kimberley Cheung, Philip Cooper, Daniel Cripps, Robert Critchlow, Benoit Dillet, Jen Duckett, Cristian Florea, Bianca Galimberti, Mara Grigore, Sarah Jones, Richard Kamm, Jack Kitchen(Chair), Tingyu Liu, Irene Macias, Claire Martin (Secretary), Jack Masding, Diana Moore, Sofya Morozova, Helen Rhodes, Matt Rusling, Yuwen Sheng, Amy Staines, Laura Stubbs, Achsa Wildish.

Apologies for absence sent in advance:

Sophia Lavecchia, Tony Roath, Svenja Stebler, Brianna Marie Wong.

PARA		ACTION
	<p>CHAIR'S WELCOME Philip Cooper welcomed everyone to the meeting and formally handed over the Chair to Jack Kitchen and thanked him for volunteering.</p>	
010	<p>MINUTES OF LAST MEETING (Paper 006) The Minutes of the 30 October 2017 meeting were accepted as a true record with no amendments. Philip Cooper proposed acceptance of the Minutes and Matt Rusling seconded.</p>	
011	<p>MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS <u>Para 10: E-teaching Resources</u> (Sarah Jones) – The Director of Studies stated that a survey had been carried out of Academic staff concerning the use of Panopto. 50% of staff responded to the short survey. 48% of the staff surveyed said that they do not use Panopto and of those 100% said they would not use it. 52% said they currently use Panopto where available and the majority said that they make the recording available immediately to students. The reasons why staff do not want to use Panopto are: <ol style="list-style-type: none"> 1) Intellectual Property concerns 2) Attendance concerns 3) Lectures interactive and may prevent free discussion, detract from honest opinion 4) Confidentiality of discussion 5) Some staff feel like there is sufficient resources available on Moodle The AV Section sent through statistics on Panopto usage across departments. The SoM have recorded 2 ½ thousand hours and has had 22 ½ thousand hours of usage. The usage for the School of Management was similar to the Engineering department. Sarah Jones has asked for further information and detail from the AV team. A Student Rep said that she had checked with her current unit convenors and they are all using e-polling but all were using a different tool. The e-polling tools were felt to have been positively received in class. The Student Rep also attended the lecture by Eric Stoller on Digital engagement: how technology enhances the student experience. It is important to bring the SoM in line with business and commercial digital skills through using more digital skills in learning. Philip Cooper confirmed that one of the main aims of the Curriculum Transformation is to</p>	Sarah Jones

	improve teaching and learning methods, including the integration of digital skills.																
012	<p>SUMMARY OF EXTERNAL EXAMINERS REPORTS 2016/7 PLUS RESPONSES (PAPERS 007)</p> <p>This is made up of an official report from each of the external examiners and then a letter of response from the Associate Dean for each of the reports.</p> <p>There were no comments on the papers and the Associate Dean noted some issues that had cropped up in more than one report:</p> <ul style="list-style-type: none"> • Annotation of Marking – The examiners did not disagree with the marks but were looking for more of an audit trail to be able to understand where the marks were from. This has been fed back to colleagues. The Associate Dean pointed out that faculty currently have a lot of marking to turn round in short periods and this restricts the time available for annotation. • Borderline marks – Concern about how the regulations work with regard to borderline marks in degree award decisions. The SoM are following the regulations which means that a student with a higher average may fail to be elevated if they performed exceptionally on a couple of papers whereas a student with a lower average but who performed well on a wider range of papers may be elevated. The External Examiners accept that the School of Management is operating the rules correctly but they are concerned about the fairness of the rules where the student’s average is very close to the borderline but they don’t have enough papers at the higher level. This concern is exacerbated by using averages at two decimal places. As changes to regulations are beyond the School’s control, this concern has been fed back to Registry in consultations connected with the Curriculum Transformation Project. • Mitigating Circumstance – The IMC Panel has not documented how severe an accepted IMC was. This practice arose because Panel members also attend the Boards of Examiners. However, a change has been implemented so that an indication of severity will be added by the IMC panel of high, medium or low. 																
013	<p>CHANGES TO PROGRAMMES AND UNITS</p> <p>No changes to report for this meeting. The deadline has just passed for unit convenors to submit any potential changes to units. The Associate Dean will review all changes and check them against the strategy. Unit and programme changes for 18/19 will be posted to a Moodle page that all students can access by the 5 January and comment on any proposed changes.</p> <p>There were no questions.</p>																
014	<p>LIBRARY-RELATED ISSUES</p> <p>Helen Rhodes provided her report, summarised as follows:</p> <p>From 1 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"> <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>		Single Sided	Double Sided	A4 Black & White	4p	6p	A3 Black & White	5p	8p	A4 Colour	11p	20p	A3 Colour	12p	22p	
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	<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>Launch of new self-paced learning module for all Management Undergraduate Students In response to final year student feedback about their lack of knowledge of library databases for research, a new learning module in Moodle has been created to introduce a selection of key management resources. The course begins with an introduction to the Library Catalogue and then a range of resources for company and industry statistics, and news research. It contains information, worksheets and videos. Permission has been given by the Directors of Studies to add all management undergraduates to the course so that it will automatically appear in their list of Moodle courses. All students will be contacted with a welcome message later this week.</p> <p>The new course is entitled Using Library Research Databases and can be found at - https://moodle.bath.ac.uk/user/index.php?id=58046</p> <p>Sarah Jones thanked Helen Rhodes for all her hard work putting the new Module together and said she thought it would be a very useful tool.</p>	
015	<p>CHAIR’S BUSINESS</p> <p>The Chair asked the Associate Dean to give a brief overview of the Curriculum Transformation Project.</p> <p>The Curriculum Transformation Project is a university initiative that will impact every programme, UG and PG. The main driver for this change is that the current structures for the way we teach and learn were established some 20 years ago. There are now double the number of students and more programs, for example at that time there was only BBA and IMML in the School. This project is looking into how we can do things better for students and staff by adopting a programme perspective.</p> <p>Areas that will be looked into are:</p> <ul style="list-style-type: none"> • Assessment: <ul style="list-style-type: none"> - Is there too much assessment? For example, in the School we have 84 exams producing just under 8,200 scripts in January. This is one form of assessment for one semester. - How much assessment is required in year 1? • Curriculum Programme <ul style="list-style-type: none"> - Units are being brought into programs individually rather than from a programme perspective. Looking at a programme level will avoid duplication and ensure the programme encompasses the content and assessment required to meet the programme objectives. The current focus on relatively small units encourages over-assessment and ‘bite-size’ learning. • How to deliver teaching – some issues include: <ul style="list-style-type: none"> - Current basic model is the unit with a standard lecture slot. Asking faculty how better to deliver units. - Looking at fewer and larger units (more credits per unit, not more students) and more integrated units so 5 or 6 units a year, involving potentially more year long units and more joint teaching. 	

	<ul style="list-style-type: none"> - Better use of virtual environment. - Blended learning, flipping. - Classrooms more about contact and problem solving. <p>When: The changes identified as part of the project will be implemented for new entrants in 2020 onwards. Therefore, they will not affect current undergraduates. There is still scope for changes to improve the student experience in the meantime but the larger scale changes from this project will be from 2020.</p> <p>How: To manage the project, the Executive Board has established a Programme Development Team (PDT) comprising all the DoSs, the Associate Dean and Chair of SLTQC. This team will be responsible for making proposals for consideration by the faculty which will be based on evidence from various sources about what is good and what can be improved in our programmes.</p> <p>Input from Academic Reps and the Student Body: The Associate Dean emphasised that the views of current students will be critical to the project. Evidence from current and past unit evaluations and the NSS will be automatically included in the process but the PDT will be seeking from the current student body at all levels about their experience and views at the programme level. The Associate Dean hoped that the Academic Reps would be able to help with this process.</p>	
016	<p>ANY OTHER BUSINESS There were no other matters raised.</p>	
	<p><u>DATE OF NEXT MEETING</u> Monday 12 February 2018 at 13:15 – 14:05 in the Council Chamber (Wessex House Level 3)</p>	