



MINUTES OF MEETING 4: 26 April 2018

PRESENT: Ananya Agarwal, Paul Baker, Suzannah Belk, Ali Bevan, Deborah Brewis, Philip Cooper, Benoit Dillet, Jen Duckett, Sarah Jones, Maya Khurana, Jack Kitchen(Chair), Irene Macias, Claire Martin (Secretary), Diana Moore, Bruno Oliveira, Helen Rhodes, Tony Roath, Matt Rusling, Yuwen Sheng, Kieran Shergill, Amy Staines, Laura Stubbs, Achshah Wildish, Brianna Marie Wong.

Apologies for absence sent in advance:

Paarth Gupta, Richard Kamm, Svenja Stebler

PARA		ACTION
	<p>CHAIR'S WELCOME The Chair welcomed everyone and thanked everyone for coming to the last meeting of the UGSSLC 2017/8.</p>	
024	<p>MINUTES OF LAST MEETING (Paper 009) The Minutes of the 12 February 2018 meeting were accepted as a true record with no amendments. Ali Bevan proposed acceptance of the Minutes and Philp Cooper seconded.</p>	
025	<p>MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS <u>Para 10: E-teaching Resources</u> (Sarah Jones)</p> <ul style="list-style-type: none"> There is no update at this time but E-teaching is part of the Curriculum Transformation discussions. <p><u>Para 23: Applicant Visit Days</u> (Diana Moore)</p> <ul style="list-style-type: none"> The last applicant visit day was on Sat 21 April 2018. 210 Applicants turned up on the day which had been rescheduled due to the snow. Applicants have until 3 May to decide on their firm and insurance choices. So far 44% of Applicant Day visitors have made Bath their firm choice. This number is expected to rise leading up to the deadline and reach the usual level of around 68%. Diana Moore thanked all the students who helped out on the AVD for their fantastic help and confirmed that the visitors had sent very complementary feedback especially about the student helpers. 	
026	<p>ANNUAL REVIEW OF THE PERSONAL TUTOR SYSTEM (Paper 011) Debra Brewis has taken over as Senior Personal Tutor from Margaret Greenwood. Debra reported that she is currently getting to know the personal tutoring system at Bath and reviewing the following areas:</p> <ol style="list-style-type: none"> Online student notes. The note system is currently used only by staff but it will be considered whether a note on a meeting should be available to the relevant student. Personal Tutor relationship - clarifying the relationship and facilitating it. The door needs to be genuinely open. It needs to be clear to students who is responsible for references. Sarah Jones requested that DOSs should not be top of the list for references. Induction, looking into the possibilities of smaller groups and using more intimate spaces. The Personal Tutor Meet and Greet works for some students and not for others and not all personal tutors are able to attend. However, subsequent follow-up is important: an academic rep reported that they had met their PT in the marquee during induction and then not met them again. They were told to contact their PT only if they needed to. 	

	<p>Within POLIS the policy is for Personal Tutors to invite tutees to meet 4 times per semester. If the student does not wish to attend the meeting then they need to let the PT know that they are ok. This is time consuming but good for Student Experience.</p>	
027	<p>CHANGES TO PROGRAMMES AND UNITS (Standing item) There were no changes to note or discuss under this item.</p>	
028	<p>LIBRARY-RELATED ISSUES Helen Rhodes provided her report, summarised as follows:</p> <p>Emerald Emerging Markets Cases The Library's subscription has been renewed to this case collection. There is now permanent access to cases from 2015 – 2018 and subscription access to those from 2011. The cases can be found on the Resources for Management website. http://libproxy.bath.ac.uk/login?url=http://www.emeraldinsight.com/topic/cs_all?sortBy=Ppub&</p> <p>HS Talks: The Business and Management Collection on trial until 30th April A trial of The Business & Management Collection from HS Talks is currently running. This video resource contains over 1,000 specially commissioned, online, animated lectures, case studies and case study interviews by leading experts in academia, industry and commerce. Subject matter covered: marketing & sales, strategy, technology & operations, finance, accounting & economics, global business management and management, leadership & organisations. This trial is being promoted on the Resources for Management web site and on the Library's blog and Helen asked for feedback on these resource to help with the trial evaluation.</p> <p>Library blankets Blankets were purchased for students to borrow if they were feeling cold. Unfortunately these have now all gone missing. The blankets were popular so we will be replacing them with ones that are loanable and issued to individual students – this should ensure that they are returned and kept in good order.</p> <p>Exam period Library staff will be patrolling the floors to ensure that the library is quiet during the exam period. Please remember that Level 5 is a silent floor. More information about study space on campus is found on the following link: www.bath.ac.uk/library/about/study-areas.html</p>	
029	<p>UNIT EVALUATIONS SEMESTER 1 2017/8: (Paper 010)</p> <p>Bruno Oliviera summarised the unreserved responses from the unit evaluations. 58 units were evaluated and of these 83% scored above 3.7. 17% of the units were below the threshold and these units are being worked on taking into account written and qualitative feedback. 55% of the units scored above 4. Bruno confirmed that the School of Management is satisfied with these results but would never stand still. He also noted that the response rate needs to be improved. For semester 1 2017/8, the average student response rate was 20% but university policy is that a rate of at least 30% is needed to provide a sound basis for evaluation.</p> <p>The Chair Reminded all Academic Reps that the deadline for the next set of Unit Evaluations is 30 April. He asked all Reps to complete the evaluations themselves and push the cohort to also complete the unit evaluations.</p>	Academic Reps
030	<p>ANNUAL REVIEW OF FEEDBACK POLICY AND GENERIC MARK SCHEME (Paper 012a and 012b) There were no changes to note or comments on these items.</p>	
031	<p>GRADUATION CEREMONIES: The times and dates have been booked for the Marquee in Victoria Park next to the Royal Crescent during the Graduation Day.</p>	

	<p>BBA 11.30-13.30 11 July before the Graduation Ceremony MS 16.30-18.30 11 July after the Graduation Ceremony BAF 11.00- 13.00 12 July before the Graduation Ceremony</p> <p>Event Brite Tickets will be sent out in the week of 14 May and there is a little more flexibility over guests being able to attend the Marquee event than the Graduation Ceremony.</p>	
032	<p>CHAIR'S BUSINESS</p> <p>UCU STRIKES Through the Extraordinary SSLC Meeting and from the feedback that Academic Reps have sent to the DOS, the School has accumulated feedback on the impact of the strike including the units impacted and the extent of the impact. Philip confirmed that action regarding the strike is being taken at a University level and Registry will be sending all Departments including the School of Management standard guidance on how to manage the impact of the strike. This will be put in place after the assessment period and will be taken into account during the Board of Examiner meetings.</p>	
033	<p>ANY OTHER BUSINESS</p> <p>This is the last UG SSLC meeting of 2017/8 but any issues can still be raised with Directors of Studies or the Associate Dean Philip Cooper.</p> <p>Philip Cooper thanked all of the Academics Reps for their contribution and particularly Jack Kitchen for having done a sterling job as Chair.</p>	Academic Reps
	There was no further business and the Chair closed the last meeting of 2017/8 at 2.00 pm.	