

## Undergraduate Staff Student Liaison Committee 2013/14

### Minutes of Meeting 2: Monday 9 December 2013 (for formal approval at Meeting 3)

**Present:** Students (Academic Reps): Mansoor Ahmed; Megan Endean; Lulcho Georgiev; Rafi Khan; Lisa-Katharina Kleber; Holly Nicholson; Liam Nutting; Antonios Prounias (Chair); Ellen Shannon; Valerie van der Spree.

Staff: David Bence; Rob Branston; Ian Crawford; Jane Hill; Jane Hunt (Secretary); Richard Kamm; Greg Schwartz; Eliza Shaw.

		<b>ACTION</b>
	Academic Rep Antonios Prounias was in the Chair.	
014	<b>APOLOGIES FOR ABSENCE</b> Received in advance from Nick Kinnie, Diana Moore, Nikolaus Martys, Emily Quarmby and Ben Smith.	
015	<b>MINUTES OF LAST MEETING (Paper 008)</b> The minutes of Meeting 1 held on 28.10.13 were approved.	
016	<b>MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS</b> <u>Para 008 – Unit evaluations:</u> Richard Kamm had spoken to the unit convenor about the missing comments for MN30470 (Paper 006b). The students felt there was a mis-match between the syllabus and the textbook. They felt there should be a choice of support materials and enhanced integration into the syllabus.  <u>Para 009 – Unit Evaluation dates:</u> Richard Kamm had spoken to the Faculty of Humanities & Social Sciences about the optimum running dates for IMML students. The current School of Management semester 1 evaluations were running in weeks 10, 11 and 12 and would close on 10 January.  <u>Para 012 – Open Days:</u> In Nick Kinnie's absence, the Secretary said there would be at least 8 UCAS open days in the Spring. These were for applicants holding offers for BAF, BBA and the new Suite of programmes (IMML open days would be organised by PoLIS). The input given by student volunteers was extremely important. First years would be contacted after Christmas and invited to apply for tour guiding and other duties. Other students would be contacted in person initially, particularly if they had already helped with such events.	
017	<b>CHAIR'S BUSINESS</b> The Chair asked the Academic Reps to encourage their classmates to complete the current Unit Evaluations, in order to increase response rates.	
018	<b>REVISED SEMESTER 1 MEMBERSHIP LIST (Paper 009)</b> The membership list had been amended to include the Academic Reps for Chemistry with Management, who had been elected since Meeting 1. Two members of staff had also joined the Committee, David Bence (DoS for Joint Programmes) and Diana	

	Moore (Programme Officer).	
019	<p><b>CHANGES TO PROGRAMME AND UNITS (Standing item)</b></p> <p>Richard Kamm said the only change was to MN10004 Personal Computing (BAF1 core unit for Semester 2). Following feedback from Academic Reps and other students, the exam component had been changed to an in-class test (the format would remain unchanged). This still provided controlled conditions, but the timing was thought to be better, being at the end of Semester 2 teaching, prior to the exam period). Suitable rooms had been booked to accommodate it.</p>	
020	<p><b>CHEMISTRY WITH MANAGEMENT- OPTIONAL UNITS</b></p> <p>David Bence raised a concern from Chemistry with Management students. Lecturers taking a mixed class including BBAs often assumed everyone had taken particular units which are only available to BBA, covering subjects in level 2 Economics and pitched explanations accordingly. Students who had not taken these subjects felt at a disadvantage, because although they had the standard pre-requisites they did not have this wider knowledge. IMML Academic Reps voiced a similar concern.</p> <p>David Bence said he was investigating, but it may simply be a matter of lecturers being aware of the course mix in their classes. Richard Kamm said there was a class list facility on SAMIS, which identified the students in the class and which course they were on. However, students should not be afraid to say they did not understand an explanation.</p> <p>Liam Nutting pointed out that exams could also be affected, as such students may have a reduced choice of questions. There was a request for the forthcoming exam questions to be checked, and moderators to be informed of this potential issue.</p> <p>The particular unit mentioned was MN30474 Management Consulting. Rob Branston said this may be a unit issue, because plenty of BBA students might also not have come across the concepts identified. The usual unit convenor, Nick Kinnie, had written the text book but had not been teaching the unit this semester.</p> <p>Conclusions/Actions:</p> <ul style="list-style-type: none"> <li>- David Bence to co-ordinate raising the issue amongst lecturers, and ask Nick Kinnie to check the exam questions for MN30474.</li> <li>- Students should be encouraged to let lecturers know when they were lacking information, or did not understand explanations.</li> </ul>	David Bence/ Academic Reps
021	<p><b>INDUCTION SURVEY 2013</b></p> <p>Eliza Shaw said the 2013 Report was being compiled and an overview would be brought to Meeting 3. In the meantime she asked Academic Reps to feed back any comments. Isla Jardine said that many IMML students felt the School of Management Induction was better than the PoLIS one, which had fewer opportunities for integration with lecturers.</p>	Reps/Eliza Shaw
022	<p><b>EVENTS COMMITTEE</b></p> <p>Eliza Shaw said the Committee had been running for two years, organising a variety of events from Business Insights to Christmas parties. Forthcoming events included a Business Workshop on 11 December and a Spring Ball in 2014. She was in touch with the student organisers via Facebook. If anyone wished to comment on the activities they should contact her or an Academic Rep.</p> <p>Liam Nutting asked if the committee could be opened to Chemistry with Management students. Eliza said that if any of them wanted to get involved, either organising events or co-ordinating student colleagues to attend, they should let her know.</p>	Reps/ Eliza Shaw
023	<b>ANY OTHER BUSINESS</b>	

No AOB items had been received prior to the Agenda being issued, but the following were mentioned and discussed in the meeting:

#### Library Usage

Raised by Jane Hill. As part of a review of library study spaces, students were being canvassed for their opinions on the areas available. The following observations were made during discussion:

- BBA students tended to prefer level 5 as it was quieter, but in reality were more likely to use the Chancellor's Building. This had quiet study areas, was not so busy and the large screens were useful for preparing group presentations.
- IMML students tended to book meeting rooms. This created pressure on rooms, but was a better use of time than trying to find a place in the library and keeping it. Recent block-booking of the study rooms in Wessex House had been very convenient for IMML finalists' group work.
- It was difficult to find the ideal balance between areas for silent private study, quiet group work and social areas. Some silent areas were not enforced or had been converted to different uses. For group work, Level 5 tended to be too quiet and level 3 too noisy! Level 2 was particularly difficult to use, being more like a meeting area than a study space. It was felt enhanced 'labelling' of quiet/group areas might help.
- It was noted that since the library was built the number of students had probably doubled and what was really needed was a much larger building.
- David Bence asked if so many computers were needed: they took up room and many students had their own. Reps felt they should still be provided, and said that those with their own computers still needed access points.

#### Library Databases/other resources

Raised by Lisa-Katharina Kleber. She said that she and her colleagues had only recently become aware of the library's value for database and other resources. The following points arose in discussion:

- Information was given out at Year 1 inductions, but not all students treated them as compulsory. Those that did attend did not necessarily take detailed information on board during Freshers' week. Jane Hill said this was disappointing as efforts were made to provide the sessions. Their compulsory nature should be stressed, although it was thought a later 'refresher session' would be helpful in any case.
- The library is a brilliant resource and students should be encouraged to make more general use of it, rather than relying on the internet.
- There was concern over the acquisition of referencing skills. This area was taught by the academic staff rather than the Library, but was often left quite late because initial studies could be done without it. For example, IMML students received a short session prior to writing their dissertations.
- Staff required students to use a wide variety of referencing systems, which could be confusing. The Library pdf referencing guide was felt to be a useful resource.
- It was suggested that referencing guidelines could be posted on Moodle. Jane Hill said the lecturers would have to do this, as the Librarians did not have access to Moodle courses. However, she would research setting up a separate Library course on Moodle and report back at the next meeting.

Jane Hill

#### Reading Lists

Lisa-Katharina Kleber raised the issue of lecturers submitting reading lists to the library before the start of each semester. Rob Branston said that staff are asked to do this, but not all submitted the lists. Jane Hill confirmed that reminders had been

	<p>sent for Semester 2.</p> <p><u>Mid-semester unit evaluations</u>          Raised by Holly Nicholson, who said the Mathematics Department have them. The data do not count towards University scores but it is a chance to raise issues early on. Rob Branston said with the low response for main unit evaluations, it was unlikely that more feedback opportunities would be offered. However, he would talk to Richard Kamm (who had had to leave the meeting). Liam Nutting suggested the response rates were low because students did not feel they would benefit by completing them. They might be more inclined to complete a mid-semester questionnaire, as there would still be time to act on issues raised. It could be a very informal process, such as a paper questionnaire completed at the end of a lecture. Greg Schwartz suggested a pilot could be run.</p>	<p>Rob Branston</p>
<p>024</p>	<p>There was no further business and the meeting closed at 2:10 pm.</p> <p>Date of next meeting: Monday 17 February 2014 at 13:15 in Wessex House Council Chamber.</p>	