

Undergraduate Staff Student Liaison Committee 2013/14

Minutes of Meeting 4: Monday 14 April 2014

Present: Students (Academic Reps): Lulcho Georgiev; Isla Jardine; Rafi Khan; Liam Nutting; Antonios Prounias (Chair); Ellen Shannon; Valerie van der Spree.

Staff: Ian Crawford; Jane Hill; Jane Hunt (Secretary); Richard Kamm; Nick Kinnie; Diana Moore; Eliza Shaw; Ben Smith.

		ACTION
	Academic Rep Antonios Prounias was in the Chair.	
037	APOLOGIES FOR ABSENCE Received in advance from David Bence, Rob Branston, Greg Schwartz, Megan Endean.	
038	MINUTES OF LAST MEETING (Paper 014) The minutes of Meeting 3 held on 17.02.14 were approved at the meeting. <u>Post-meeting note by Secretary:</u> Jane Hill requested an amendment to Para 027 to change 'access' to 'publicise' in first paragraph and remove 'Panopto' in second paragraph. Final wording as follows: <i>(Re: Para 021)– Library (Moodle referencing course): Jane Hill reported that progress had been made, using referencing information from the Library website. The School of Management Library Representative, Dr Lynda Porter, had helped her and Helen Rhodes to publicise the relevant links and had contacted the School academic staff. Links should be appearing on staff Moodle courses and she thanked Richard Kamm for stressing the importance of this facility.</i> <i>Library (Databases) – Jane Hill said that following Meeting 2 (when Academic Reps had expressed a lack of knowledge about databases), a new lecture would be delivered to BBA1/2 in the next few weeks. Rob Branston asked for their feedback, as it was a trial and could be delivered to anyone who wanted to receive this information.</i>	
039	MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS <u>Para 027 – Post-offer Open Days:</u> Diana Moore said these events for offer-holders and their parents had gone very well, with one event attracting 95 visitors. The final event (16 April - BSc Accounting & Finance) was now fully booked. Many thanks were due to the student helpers who had assisted with campus tours and presentations. Nick Kinnie added that the conversion rates (those who accept our offer) were looking very good on all programmes, the highest being nearly 70% on BBA. <u>Para 027 – Unit Evaluations Sem 2, 2013/4:</u> Richard Kamm said these were now running, and would be open until the end of Revision Week.	

	<p><u>Para 033 – National Student Survey:</u> Nick Kinnie reported current response rates: IMML at 70%, BBA at around 60% (less than last year). BAF rates were low, possibly not enough to count. With two more weeks to run, the Chair said he would encourage his BAF classmates to respond.</p> <p><u>Para 035 – BBA Housing Swap:</u> Eliza Shaw said she was speaking to the Accommodation Office to try and increase support for house swaps between BBA and Architecture students. Next year it was hoped to delay advertising housing until Semester 2. Ben Smith said that the system had been complicated to some extent by the addition of Architecture students.</p>	
040	<p>CHAIR'S BUSINESS The Chair said that the unit option selection period was now open for students in Year 2 and above. He also mentioned the forthcoming exam period.</p>	
041	<p>CHANGES TO PROGRAMME AND UNITS - Standing item (Paper 11a) No new changes had been made. Some of the changes mentioned at the last Meeting had now progressed through the School's Learning, Teaching and Quality Committee and Board of Studies. Unit outlines had been made available on Moodle courses to assist students in choosing their units for next year, as had summary data from past Unit Evaluations.</p>	
042	<p>UNIT EVALUATIONS, SEMESTER 1, 2013/4 - INTERIM REPORT (Paper 015) Richard Kamm said the interim report had been prepared to assist with early identification of issues. The picture was quite encouraging. A few actions were being taken, in line with survey results. These included familiarising new academic staff with assessment procedures and student expectations, since current gaps in knowledge had adversely impacted some unit evaluations. Staff inductions would be enhanced to reflect this, with follow-up sessions during the year.</p>	
043	<p>INDUCTION SURVEY (Paper 016) Eliza Shaw said the survey report focussed on events run by the School rather than main events. All first year Undergraduate students had been invited to participate and 22% had responded. She highlighted a few specific findings:</p> <ul style="list-style-type: none"> • Improvements were planned to the 2014 Welcome Reception to meet Personal Tutors. • The 'Insights' sessions had been well received but some students had been put off by the advertised 2-hour time slots. There was also a need for the sessions to be more programme-focussed. • The large-scale World Café and Big Team Challenge events had been very successful. • The Students Union had been very happy with the information provided in Handbooks relating to SSLC and Academic Representatives. <p>Eliza said that the contribution to Induction events made by student ambassadors was crucial, and she asked anyone interested in helping for September 2014 to contact her. General emails asking for assistance would be sent out over the summer. She asked for any general comments or suggestions, to assist with planning the 2014 Induction. Discussions would also take place with PoLIS regarding integration of the IMML events into both departments' induction events.</p> <p>The Chair stressed the importance of different groups (eg Undergraduate, MSc) mixing during induction events, even with limited time available. Eliza said this had been a conscious aim in 2013.</p>	

	Nick Kinnie said that judging from the statistics in the report, the induction events had been viewed very favourably.	
044	<p>SSLC ANNUAL REPORT – WORKING DOCUMENT (Paper 017) Following the last meeting, the Secretary had compiled a draft Report, based on items discussed at meetings 1, 2 and 3. She would add items from the current meeting and work with the Chair and Associate Dean to prepare the final version for submission. No comments were raised, but she asked members to contact her if they wished to add or amend anything.</p>	Secretary
045	<p>ANNUAL REVIEW OF THE FEEDBACK POLICY (Papers 018 A and B) Richard Kamm explained that UGSSLC was obliged to include this item at Meeting 4 each year.</p> <p>Paper 018A was an extract from the Feedback Policy. Nick Kinnie said the School had been working hard to improve this, but there were still a few gaps in the system (for example, making new staff fully aware of procedures). The Chair asked how coursework feedback return would work when the marking had been anonymous. Richard Kamm suggested that each coursework had a number, possibly randomly generated, and feedback/coursework returned via that number.</p> <p>Paper 018B referred to anonymous marking, which had been approved pending working out the detail. There was some discussion about how this might work in practice, particularly connecting between SAMIS and Moodle when marks were being entered. Nick Kinnie said the approval was a step in the right direction but implementation would be difficult in terms of tying results to individual students. The Chair stressed the importance of issuing clear instructions to students when submitting coursework. Nick Kinnie mentioned the variety of systems used by staff (Moodle only, hard copy only or both). The instructions would have to be very clear so there was no margin for error.</p>	
046	<p>ANNUAL REVIEW OF THE PERSONAL TUTOR SYSTEM (Paper 019) Margaret Greenwood, the Senior Tutor, was unable to attend the meeting but had submitted a summary of her Annual Report.</p> <p>Nick Kinnie said that a number of innovations had been made during the current academic year and were listed in the report. However, some aspects still needed improving, such as the 'Meeting Personal Tutors' reception during Induction week. It was important that new academic staff should be made fully aware of the role of Personal Tutor and student expectations. More students knew the name of their Personal Tutor but some had still not met them in person. There should be a better mutual understanding of the role, and sufficient interaction to ensure its success. The Dean of the School was enthusiastic about reforming this area of the School's function and was looking closely at the data with a small working party from both undergraduate and postgraduate, with a view to putting some changes in place for the start of next academic year.</p> <p>The following points and suggestions came out of a short discussion:</p> <ul style="list-style-type: none"> • University requirements for 'compulsory' meetings during Year 1. Are these 'tracked' to ensure they have taken place (ideally – yes, although numbers are large). • Recommendations for meeting after Year 1 • Ways to enhance the tutor/tutee relationship such as Moodle discussions, perhaps in tutee groups. • Number of tutees allocated to each member of academic staff (approx. 20) • Issues on placement – lack of knowledge regarding name of tutor etc often surfaces at this time, especially when students have changed tutor. Post-placement briefing could help integrate aspects of this area, possibly with a 	

	<p>contribution from the Senior Tutor.</p> <ul style="list-style-type: none"> • Changes to Personal Tutors are communicated by email but students do not always make arrangements to meet their new Tutor. Gaps can occur particularly when students go away on Placements and Exchange. 	
047	<p>FINALIST PRIZE GIVING EVENT, 2 JULY 2014</p> <p>Diana Moore said this was taking place in a marquee on campus 10:30 – 11:30, exact location to be confirmed. Nick Kinnie asked Academic Representatives to spread the word to all their final year colleagues, as it was a very good event for all to attend, not only prize winners.</p>	
048	<p>ANY OTHER BUSINESS</p> <p>Lulcho Georgiev asked why students were not able to get access to their individual exam scripts. Nick Kinnie said that the School was following University policy. If a student had failed an exam, or felt they had performed badly, they could ask the unit lecturer for feedback. This was quite a routine provision. However, there was no provision at University level for general access to exam scripts. Richard Kamm added that students could ask for feedback regardless of results. They could not see their actual script but notes would be provided by the lecturer.</p>	
049	<p>There was no further business and the meeting closed at 2:10 pm. The Chair thanked everyone for attending and for their support during the year.</p>	