

Undergraduate Staff Student Liaison Committee 2013/14

Minutes of Meeting 3: Monday 17 February 2014

Present: Students (Academic Reps): Lulcho Georgiev; Katerina Havouzari-Waller, Thomas Jaulin; Holly Nicholson; Liam Nutting; Emma Partridge; Gavin Pearce; Antonios Prounias (Chair); Emily Quarmby; Valerie van der Spree.

Staff: Rob Branston; Jane Hill; Jane Hunt (Secretary); Richard Kamm; Nick Kinnie; Diana Moore; Greg Schwartz; Eliza Shaw.

		ACTION
	Academic Rep Antonios Prounias was in the Chair.	
025	APOLOGIES FOR ABSENCE Received in advance from David Bence, Ian Crawford, Megan Endean, Peter Hachfield, Ben Smith. Received after the meeting from Ellen Shannon.	
026	MINUTES OF LAST MEETING (Paper 010) The minutes of Meeting 2 held on 9.12.13 were approved, subject to the following re-wording of section 020 (end of para 4), requested by Nick Kinnie: <i>The usual unit convenor, Nick Kinnie, had not been teaching the unit this semester. It had been taught by a temporary member of staff, who had written the textbook.</i>	
027	MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS <u>Para 016 – Post-offer Open Days:</u> Diana Moore said the first open day (for BBA) had taken place successfully, with a total of 82 people attending. The next open day, on 19 February (new Management suite) was fully booked. Around 220 applicants with offers had booked so far across all open day dates. Nick Kinnie praised the number of student helpers who had volunteered to assist at these events. <u>Para 016/023 – Unit Evaluations:</u> Richard Kamm said the Semester 2 Evaluations would probably open w/c 14 April and close w/c 9 May, pending agreement with UG and PG SSLC's. Hopefully this would synchronise with PoLIS dates. <u>Para 020 – Chemistry with Management optional units:</u> The Chair reported that David Bence had raised the various concerns to relevant staff. <u>Para 021 – Induction Survey:</u> Eliza Shaw said this was not ready yet, but it would be presented at Meeting 4. <u>Para 021 – Library (Moodle referencing course):</u> 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 access the relevant links and had contacted the School academic staff. Links should be appearing on staff Moodle courses and she thanked Richard Kamm	Eliza Shaw

	<p>for stressing the importance of this facility.</p> <p><u>Library (Databases)</u> – Jane Hill said that following Meeting 2 (when Academic Reps had expressed a lack of knowledge about databases), a new Panopto 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.</p>	
028	<p>SEMESTER 2 MEMBERSHIP (Paper 011) The Chair welcomed the BBA2 Academic Reps and said that the BBA3 Academic Reps had now gone on placement with the rest of their cohort.</p>	
029	<p>CHAIR'S BUSINESS The Chair said that Sem 1 exam results would be available in the next few weeks.</p>	
030	<p>CHANGES TO PROGRAMME AND UNITS - Standing item (Paper 11a) Nick Kinnie said that this was the main time of year for proposed unit changes. Some of the current changes were linked to the new Management Suite of UG programmes. He said there were many other small changes, but drew attention to the following:</p> <ul style="list-style-type: none"> • Following withdrawal of some IMML finance units owing to an unsuitable pre-requisite path, a re-construction had taken place. There was now a level 1 unit that current IMML students could select in Year 2, which would open up an improved range of Year 4 finance units. Holly Nicholson asked if IMML students would be told about these new units. Greg Schwartz said he would remind them but encouraged IMML Academic Reps to do so as well. • New appointments on the School staff had led to enhanced unit provision in some areas, eg Prof Dimo Dimov in Entrepreneurship and Innovation. • Strategic Management MN30449 was now being offered in both semesters. This would give improved flexibility and the opportunity for students on Exchange in semester 1 to take the unit in Semester 2. • Information Systems Development MN30271 was being withdrawn (Richard Kamm's teaching load had been reduced in view of other commitments). <p>Rob Branston pointed out that the contact person for the 'MN1 new' BBA Business Economics unit was himself, not Phil Tomlinson.</p>	
031	<p>SEMESTER 1 UNIT EVALUATIONS (Paper 012) Nick Kinnie said the paper showed all 49 School of Management units for Semester 1, in order of overall score (column 5). 38 units were above the 'benchmark' score of 3.5, and had received good feedback. Five units scoring 'amber status' (between 3.5 and 3.0) needed improvements.</p> <p>Six units had scored below 3.0 and were in the 'require change' category. Nick Kinnie said this was a reasonable proportion, adding that low scores sometimes resulted from mis-matched expectations rather than specific unit problems. Richard Kamm said he had followed the six units up with the Head of Subject Group and had received useful feedback for four of them. He would also be talking to unit convenors: reports would be made available in due course.</p> <p>Nick Kinnie said that unit evaluation data were also submitted to the School of Management's Executive Board. In response to a question by the Chair about whether data were cross-checked against previous years, he replied that the School kept 3-yearly data and the current data would be cross-checked soon. This</p>	

	encouraged a responsibility to improve.	
032	<p>EXTERNAL EXAMINERS' REPORTS (Paper 012) Nick Kinnie explained that every programme had an External Examiner (a carefully-chosen subject expert at another university), whose reports were submitted to the Vice Chancellor and central departments. Overall the feedback was very positive. A few individual concerns were highlighted.</p>	
033	<p>NATIONAL STUDENT SURVEY (NSS) Nick Kinnie said that the NSS was a confidential survey of final year students, run by IPSO/MORI. The resulting data helped to identify areas where improvements could be made. The data also fed into statistical reports and websites such as Unistats, a government-run comparative website for prospective students.</p> <p>He asked the final year Academic Reps to encourage their cohorts to complete the survey. Last year's School of Management response rates were very good (75 - 80%). Students systematically received emails from their Director of Studies and IPSO/MORI until they had completed the survey.</p> <p>The Chair asked about statistics regarding other universities' completion rates. Nick Kinnie did not have specific information but said he believed it to be around 60%. Ours was 70 – 80% for large programmes.</p>	
034	<p>SSLC ANNUAL REPORT The Secretary explained that a mandatory report was produced each summer, summarising the year's UG SSLC activity, for submission to the Students' Union and School/University Boards.</p> <p>In order for the membership to have an input to this report, she offered to compile a summary of UG SSLC activity from Meetings 1 to 3 that could be used for discussion at Meeting 4. She would subsequently add Meeting 4 items and work with the Chair and Associate Dean to compile and submit the final report. This was accepted.</p>	Secretary
035	<p>ANY OTHER BUSINESS <u>Sports Pass</u> (raised by Rob Branston) - BBA2 students had experienced problems obtaining this, but the Head of Sports had confirmed they should be eligible because they were paying the higher fee rates.</p> <p><u>BBA1/2 Housing Swap</u> (raised by Katerina Havouzari-Waller) - BBA2 students had been hoping to share housing contracts with BBA1 students for 2014/5, but many of the BBA1's had already 'teamed up' with Architecture students in Semester 1. Eliza Shaw said the School was aware of the problem and discussions had taken place between School of Management and Architecture. It was hoped to provide a social opportunity for 'thin-sandwich' students to get together regarding housing shares. As well as the Architecture course, Pharmacy and Biology might run suitable courses, and BBA4 students returning from Exchange could also be involved. Eliza Shaw said she would investigate this and put a social event together. She would also speak to the Accommodation Office.</p> <p>The 'StudentPad' notice board (run by the Accommodation Office) provided a facility for students to advertise and look for properties. It was noted that many students prefer to use Facebook, although Katerina said the newly-created Facebook site had more BBA2 students than BBA1, and she asked for BBA1 assistance to extend this.</p>	Eliza Shaw
036	<p>There was no further business and the meeting closed at 2:10 pm. The Chair thanked everyone for attending.</p> <p>Date of next meeting: Monday 14 April 2014 at 13:15 in Wessex House Council</p>	

	Chamber.	
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