

Undergraduate Staff Student Liaison Committee 2012/13 Minutes of Meeting 3: Monday 18 February 2013

Present: **Students** – Lauren Beadle, Lucas de Sarrau, Holly Downing, Anthony du Hecquet de Rauville (Chair), Megan Endean, Francisco Garcia dos Santos, Mridul Gupta, Andrea Menzalin, Martin Obretenov, Rob Ogden, Maddie Pitt, Alex Pool, Sara Svensson, Sabrina Tsui, Buse Tumen, Lucy Woodcock.

Staff – Anthony Birts, Rob Branston, Jane Hill, Jane Hunt (Secretary), Richard Kamm, Nick Kinnie, Eliza Shaw.

		ACTION
025	APOLOGIES FOR ABSENCE Received from David Clegg, Ben Smith, Karoline von Oppen. Gustavo Moreno da Silva sent his apologies after the meeting.	
026	MINUTES OF LAST MEETING (Paper 013) The minutes of the meeting held on 3 December 2012 were agreed.	
027	MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS 020 - Induction Survey: Eliza Shaw said this was still being compiled and would be available for the next meeting. 022 Post-offer Open Days: The Secretary said that some of the IMML and BAF events had already taken place. The first BBA open day was 20 February.	
028	CHAIR'S BUSINESS The Chair reminded the Reps of the Student Experience Meeting due to take place after SSLC. This was open to all students and he encouraged all Reps to attend. He also said the Academic Reps were carrying out their own surveys and responses from students had been good.	
029	CHANGES TO PROGRAMME AND UNITS (Standing item) Nick Kinnie explained that changes are made annually to units, in advance. Changes can be minor or intermediate (eg change to weighting or lecturer), or major (eg withdrawal of a unit). This time there was only one unit withdrawal, of a generally available unit. There were a few moderate changes and also some new units. One aim was to try and 'customise' units for BAF, BBA and IMML, in order to respond to student needs. The following were a few changes he drew attention to: <ul style="list-style-type: none"> - MN10071 Organisational Behaviour, a Generally Available Unit (GAU) would now be a core unit for BAF2 only. A replacement GAU unit would be introduced for other students. Previously, BAF2 and other students had taken MN10071 together. - New Consumer Behaviour unit for BBA3 – to replace a previously withdrawn unit (MN20015 – Market Analysis) 	

	<ul style="list-style-type: none"> - New Strategic Financial Decisions unit for BAF 2. - New Governance Regions and Industrial Policy unit for finalists. - New Advanced Accounting GAU Level 3 unit – replaces ‘Accounting Information Systems’. 	
030	<p>SEMESTER 2 SSLC MEMBERSHIP (Paper 014) The Chair welcomed the BBA2 Reps, Holly Downing and Martin Obretenov, who had recently been elected.</p>	
031	<p>SEMESTER 1 UNIT EVALUATIONS 2012/13 (Papers 015 a and b) An additional Paper 015b was distributed. The Chair explained that everyone studying in Semester 1 had had the opportunity to complete the unit evaluations.</p> <p>Nick Kinnie outlined the background to the Unit Evaluation process. Any unit scoring less than the benchmark 3.5 in Question 4 (‘overall satisfaction with the unit’) was investigated, and an action plan compiled by the relevant Head of Subject Group. Action was also taken on any other individual score of less than 3.</p> <p>Scores for individual staff were included. However, Richard Kamm said that if staff were ‘on probation’ (at the start of their career) it was School policy not to make their scores public, regardless of whether these were high or low.</p> <p>Lucy Woodcock pointed out that MN30085, which had not scored well overall, had one of the highest completion rates. It was noted that students were more likely to complete the evaluations if they had more ‘extreme’ responses.</p> <p>There was some discussion as to how to improve response rates. It was mentioned that unit evaluations might be moved to Moodle for the next academic year, which might improve the response rate as students used the system regularly.</p> <p>There was a concern as to whether the poor grading for MN30085 would be taken in account as regards the exam marks. Nick Kinnie said that exam marks are always looked at carefully and anything out of line is investigated. External examiners are also involved in this process. There has to be extremely strong evidence for marks to be changed but it had happened on rare occasions in the past.</p> <p>Nick Kinnie stressed the importance of identifying problems early on. If students had any concerns there was a clear procedure to follow through the SSLC. Lauren Beadle said that issues were sometimes more complex and only became apparent well into the semester. Nick Kinnie said that even if Reps had an overall feeling of dissatisfaction, they could take up issues with the lecturer early on and hopefully resolve things in good time.</p> <p>Anthony Birts added that staff do what they can when problems are flagged up. But if issues came to light too late, or at the end of a unit’s teaching, it may only be possible to take action for next year rather than the current one. This was another reason for students helping to identify any problems at an early stage, so that staff could be supported and improvements made.</p>	
032	<p>NATIONAL STUDENT SURVEY Nick Kinnie gave some background information on the NSS, which was directed at Finalists, with a range of questions regarding teaching, feedback, delivery, placements, library provision etc. The data collected were made public in various newspapers and magazines and were a foundation of UniStats (online facility). The</p>	

	<p>School was very interested in the data collected and analysed them carefully. The Final Year students had all been contacted about completing the survey, which opened on 11 February and would run for a few weeks. However, it was important for Reps to encourage their fellow students to take part. It was quite difficult to avoid responding, since regular reminders were sent by email and telephone.</p>	
033	<p>SSLC ANNUAL REPORT The Secretary explained that each SSLC had to provide an annual report of their activities to the Students' Union. This was done on a pro-forma report with various sections to complete. She offered to compile an initial list of items discussed at meetings so far this year, for presentation/discussion at Meeting 4. This would enable Reps to have some input into the Report, which would then be completed and submitted in the summer.</p>	All
034	<p>UNDERGRADUATE EVENTS COMMITTEE Eliza Shaw said an updated list of personnel would be made available soon, including current Committee contacts. Tickets for the Spring Ball (21 March) would be on sale shortly. She said there was a good sized committee now, so there were plans to get more activities on the calendar in the following year.</p>	
035	<p>BBA AND BAF MENTOR SCHEME Eliza Shaw said that this was now taking place. An event had been held last week for BBA1 and BBA2 students to meet each other. The scheme had now changed from individual mentoring to group mentoring.</p> <p>The BBA mentoring scheme had been running for about 5 years, but the BAF scheme had only been started last year. Next year's scheme was already being looked at. A mentoring co-ordinator had been appointed in the Students Union and the person in this new role was keen to work with departments. Anthony Birts said the mentoring scheme was a very good way to connect with and support other students but did not require anyone to give up too much time.</p> <p>Rob Branston added that this was a very good scheme that was student-led. He encouraged the Academic Reps to spread the word about the scheme, which was useful in many ways and also provided a good addition to student cv's.</p> <p>Maddie Pitt asked if there was a similar scheme for IMML students. Eliza Shaw replied that because it was a joint programme, the student administration side was currently with PoLIS. It would revert to School of Management in September 2013, at which point the possibility of a mentoring scheme would be addressed.</p>	
036	<p>ANY OTHER BUSINESS No further items were raised.</p>	
037	<p>DATE OF NEXT MEETING The Chair confirmed this would be held on Monday 22 April at 1:15 in the Council House Chamber.</p> <p>There was no further business and the meeting closed at 2:00 pm.</p>	