

## Undergraduate Staff Student Liaison Committee 2012/13 Minutes of Meeting 4: Monday 22 April 2013

**Present:** **Students** – Lauren Beadle, David Clegg, Lucas de Sarrau, Holly Downing, Anthony du Hecquet de Rauville (Chair), Megan Endean, Andrea Menzalin, Martin Obretenov, Buse Tumen, Lucy Woodcock.

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

		<b>ACTION</b>
038	<b>APOLOGIES FOR ABSENCE</b> Received from Alex Pool, Maddie Pitt, Ben Smith, Sara Svensson. Mridul Gupta sent his apologies after the meeting.	
039	<b>MINUTES OF LAST MEETING (Paper 016)</b> The minutes of the meeting held on 18 February 2013 were agreed.	
040	<b>MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS</b>  027 – <u>Post-offer open days</u> : The Secretary said that these had now taken place (4 for BBA, 3 for BAF and 3 for IMML). They had all gone well and the student ambassadors (first and final years) had contributed to their success.  032 – <u>National Student Survey</u> : Nick Kinnie said this was now ending and the response rate had been very good (BBA 83%; BAF 3-year 75%; BAF 4-year 87%; FIMML 74%; GIMML 77%; SPIMML 89%). He thanked all students who had responded, and the Directors of Studies for encouraging them to do so.	
041	<b>CHAIR'S BUSINESS</b> The Chair encouraged everyone to participate in Semester 2 unit evaluations which were taking place at the moment.  He asked why it was not possible for BBA students to choose their units while on placement, since priorities and interests often change. Nick Kinnie said the School had tried to get agreement from Central for students to do this, without success. However, there was some capacity for Directors of Studies to agree unit changes, subject to sufficient reasons being given and spaces available. Anthony Birts agreed but stressed it was important to avoid a rush of requests just before the start of teaching, since rooms had been timetabled and there were more restrictions. Rob Branston said that reasonable requests would be granted if received before the deadline (the Friday before teaching starts).	
042	<b>CHANGES TO PROGRAMME AND UNITS (Standing item)</b> Nick Kinnie summarised these as follows:	

	<p><u>Changes approved in March 2013:</u></p> <p>MN30448 Business &amp; Natural Environment – a small change in assessment, and availability to Chemistry and Management students removed.</p> <p>MN30470 Investment &amp; Trading – availability extended to Economics and Mathematics students.</p> <p><u>Chair's action noted:</u> EL10268 and EL10269 English for Business – being replaced by Academic Writing units.</p> <p><u>Changes still to be considered by Learning Teaching &amp; Quality Committee:</u></p> <p>MN20026 Principles of Finance and MN30469 Advanced Management Accounting – removal of availability to IMML students. This was based on experience during 2012/13, as they did not currently have access to appropriate pre-requisites and therefore lacked prior knowledge. However, there was a demand for IMML students to take these units, and a longer-term solution was being discussed with Ian Tonks, Head of the Finance Group. Karoline von Oppen said it might be possible to make a Year 1 finance unit available to IMML Year 2 as a suitable pre-requisite. Nick Kinnie said that other financial units were available to IMML students in the meantime, including Investment Banking and Treasury Management.</p> <p>MN30290 Organisation &amp; Career Development - changed to a Consulting unit with new title Organisation Development Consulting and various amendments made. To be offered as a 'follow-up' to a Semester 1 unit, but the Semester 1 unit was not a pre-requisite, so students on Exchange in Semester 1 would still have a Consulting unit to choose when they returned to Bath.</p> <p>MN30464 Depth Psychology of Organisations – Prof Yiannis Gabriel would be on a sabbatical next year. As this unit was linked directly to his specialism, it was not possible to find another member of staff to teach it. The unit would be available again in 2014/5. It was noted that Prof Gabriel's other final year unit would run in 2013/4, together with his BBA3 Leadership unit.</p>	
043	<p><b>SEMESTER 1 UNIT EVALUATIONS 2012/13 – Responses by Unit Convenors and Heads of Subject Groups (Paper 017)</b></p> <p>The Report had been compiled as a result of Semester 1 unit evaluation data (already discussed at SSLC Meeting 3). Richard Kamm said many of the concerns this time focussed on whether different cohorts were matched to the 'right' units. For example, Accounting and Finance students were being removed from Generally Available Units and given units that were more tailored to their needs.</p> <p>Student response rates had been quite low. Whilst no results were ignored, actions were more likely to be taken where response rates were reasonably high.</p> <p>Qualitative feedback still had to be checked and some other issues were being followed up.</p> <p>Nick Kinnie mentioned MN30085 (Internationalisation of Business), where action had been taken following a comparatively low score. The member of staff, who had been carrying out maternity cover, was now being supported. The usual unit leader, Dr Felicia Fai, had now returned and would teach the unit in 2013/4.</p>	

	An error was pointed out in the first unit entry (MN10071), which applied to Accounting & Finance students, not Business Administration.	
044	<p><b>INDUCTION SURVEY (Paper 018 a, b, c)</b></p> <p>Eliza Shaw apologised for the delay in compiling the survey report, of which Paper 'a' was an overview. Papers 'b' and 'c' were the survey responses for BBA/BAF and IMML respectively. The data related to the School induction activities, not those which had been organised centrally. If any Members wished to see the full report they should let her know. In general, the Induction activities had gone very well, with the highlight being the availability of student assistants for new students to talk to. The structure was good and would be similar for next year, although major changes were planned to the presentation and timetabling of central induction activities.</p>	
045	<p><b>ANNUAL REVIEW OF PERSONAL TUTOR SYSTEM (Paper 021)</b></p> <p>The Senior Personal Tutor, Dr Margaret Greenwood, was unable to attend the meeting, but Paper 021 was a report she had recently submitted to the Senior Tutors' forum.</p> <p>Nick Kinnie said the initial face-to-face 'Meeting Tutors' sessions seemed to work well. However, if students were unable to meet their tutors at those sessions it was more difficult to establish a tutor/tutee relationship and there may be lack of knowledge regarding the role.</p> <p>Lucy Woodcock asked when the student surveys had taken place and who had been surveyed (she had not herself received a survey request). If it had taken place near the start of the academic year, some students may not have had much opportunity to meet their tutors.</p> <p>There was some discussion of the tutor/tutee role and the following points emerged:</p> <ul style="list-style-type: none"> <li>• Students usually knew who their Tutors are, but sometimes did not actually meet them much until they needed assistance part way through their studies, which was not ideal.</li> <li>• Regular meetings should take place between tutors and tutees, at least at the start of the course.</li> <li>• Tutors had different approaches. Some set up regular meetings, others only encouraged their tutees to get in touch if there was a problem.</li> <li>• Communication between tutors and tutees was a two-way thing. Sometimes, tutors set up meetings but tutees did not attend them.</li> <li>• It was sometimes difficult for students to contact their Personal Tutors, so they contacted other staff instead.</li> <li>• Students seemed to have quite wide-ranging experiences of the Personal Tutor system.</li> </ul> <p>Nick Kinnie said that the Report contained a certain amount of 'anecdotal evidence' and a more statistics-based document would be helpful. The actual numbers of students surveyed was unclear, so comments like '11% don't know who their Personal Tutors are' were difficult to put into context.</p>	
046	<p><b>ANNUAL REVIEW OF THE FEEDBACK POLICY (Paper 019)</b></p> <p>Nick Kinnie said the key point was 3.4 – the return of original coursework to students. This was part of a University-wide change that had taken some months to put into place. The School was still required to keep samples of coursework for external examiners and this work would be carried out by the administrative office. The new procedure was in the students' favour and was effective as of now.</p>	

	<p>Lucy Woodcock asked how this would apply to on-line (Moodle) submissions. Nick Kinnie clarified that the School still had to keep hard copy samples, which would be scanned for each unit.</p>	
047	<p><b>ANNUAL REPORT WORKING DOCUMENT (Paper 020)</b>  The Secretary had compiled Paper 020 from the Minutes of SSLC meetings 1, 2 and 3, in a similar format to that required for the eventual Report. She asked if anyone had any comments or additions. She would incorporate a summary of items from Meeting 4, and liaise with colleagues to submit the final Report over the Summer, in line with central requirements.</p>	Secretary
048	<p><b>UNDERGRADUATE FINALIST PRIZEGIVING EVENT, 3 JULY 2013</b>  The Secretary said that this was an event organised by the School of Management, to present academic prizes to undergraduate finalists. Final year BBA and BAF students were invited to attend and had already been notified. IMML winners of Management prizes were also invited to attend (IMML had their own event organised through POLiS). It was an opportunity for finalists, whether they had won a prize or not, to enjoy a social event with their friends and the School staff.</p>	
049	<p><b>ANY OTHER BUSINESS</b>  The Chair asked if paper could be saved by projecting SSLC papers on screen rather than producing hard copies.</p> <p>Nick Kinnie reminded students about the Exchange briefing that was taking place after the meeting.</p> <p>Karoline von Oppen said the IMML Degree Scheme Review had gone well. The Review Panel considered the degree to be excellent and should have the full support of the University. She thanked David Clegg for his contribution to the Panel.</p>	
050	<p><b>DATE OF NEXT MEETING</b>  There was no further business and the meeting closed at 2:00 pm. This being the final meeting of the 2012/3 session, the Chair thanked the membership for their attendance and support during the year.</p>	