

**UNDERGRADUATE STAFF STUDENT LIAISON COMMITTEE 2014/5**

**MINUTES OF MEETING 1: 27 OCTOBER 2014**

**PRESENT:**

Academic Reps: Hannah de Souza; Kejun Audrey Dong; Charlotte Jobson; Charlotte Lucas; Peter Nagle; Elizabeth Neale; Gavin Pearce; Mohamed Rayan Slaoui; Max Teichert; Clara Tourmé; Lucy Woodcock.

Staff: David Bence; Rob Branston; Jane Hill; Jane Hunt; Richard Kamm; Nick Kinnie; Diana Moore; Lynda Porter; Jens Roehrich; Eliza Shaw; Ben Smith; Zeynep Yalabik.

<b>PARA</b>		<b>ACTION</b>
	The Chair (Nick Kinnie) welcomed everyone to the meeting.	
001	<b>APOLOGIES FOR ABSENCE</b> Received in advance from Katerina Havouzari-Waller and Angus Pinner. Received after the meeting from Aimée Hendrickson. BBA 1 Reps Harry Cobbold, Nicole Howlett and Ben Wylie were unable to attend owing to a lecture clash.	
002	<b>MINUTES OF LAST MEETING (Paper 001)</b> The minutes of Meeting 4 held on 14 April 2014 were accepted as a correct record.	
003	<b>MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS</b> <u>Para 044 – SSLC Annual Report:</u> this had been completed (Agenda item 7). <u>Para 045 – Anonymous marking pilot:</u> Richard Kamm said that a trial would take place in Semester 1, using selected coursework items. The Chair asked the Academic Reps to spread the word about this. The trial would be reviewed after Christmas.	Academic Reps
004	<b>SSLC CONSTITUTION AND SEMESTER 1 MEMBERSHIP (Papers 002 and 003)</b> The Chair explained the function and importance of SSLC and thanked the Academic Reps for becoming involved. Whilst he usually chaired Meeting 1 each season, this post could be taken by a student. Mohamed Rayan Slaoui volunteered and was accepted as Chair for the remaining meetings of the season.	
005	<b>RAISING ISSUES ON SSLC AND HANDLING COMPLAINTS (Paper 004)</b> The Chair said that most standard issues were resolved by unit convenors or Directors of Studies, but could be taken further if necessary. It was important to distinguish between individual issues and those expressing a group or majority view. Formal complaints were usually investigated by the Associate Dean for UG Taught Programmes, and if necessary could be taken to the University Secretary.	
006	<b>CHAIR'S BUSINESS</b> Admissions activity in 2013/4 had achieved an excellent outcome for the School's undergraduate programmes. Around 450 high-quality first year students had been recruited from approximately 4000 applicants. This included the launch of the BSc	

	Management Suite, with an intake of 120 from 1600 applicants.	
007	<p><b>ANNUAL REPORT FOR UGSSLC 2013/4</b></p> <p>The Chair said the Annual Report, summarising the year's activities, had been submitted to the Students' Union over the summer.</p>	
008	<p><b>UNIT EVALUATIONS 2013/4: SEMESTER 2 RESULTS, PROCESS FLOWCHART AND ANNUAL REPORT</b></p> <p>The Chair provided the following background information to papers 006 a, b and c.</p> <ul style="list-style-type: none"> <li>• Every unit was evaluated by the students taking it. This was done on-line and included responses to several questions, ranked 1 (very poor) to 5 (very good).</li> <li>• The question 'I am satisfied with the quality of the unit' was used to rank overall results. Any unit receiving less than 3.5 overall was investigated by Richard Kamm (Head of Learning and Teaching Quality). In semester 2, 2013/4, 7 units received a score below 3.5, and 2 units below 3.0.</li> <li>• Response rates had averaged 40%. Less attention tended to be paid to units which had received very low response rates.</li> <li>• Richard Kamm carried out investigations with the Unit Convenor, Head of Group or Director of Studies as appropriate and his Annual Report (Paper 6c) included outcomes of investigations made in 2013/4.</li> <li>• The School used the data collected for various important activities and the Dean of the School took a close interest in the results. Teaching staff were also evaluated, although their names were removed from the reports submitted to SSLC.</li> </ul>	
009	<p><b>CHANGES TO PROGRAMME AND UNITS - Standing item (Papers 007a and b)</b></p> <ul style="list-style-type: none"> <li>• <u>Changes for noting</u>: 3 changes had been approved since the last UGSSLC meeting, including withdrawal of one generally available unit (GAU).</li> <li>• <u>Changes for consideration</u>: It was proposed to withdraw MN30371 (Semester 2) for 2014/5 only. The unit convenor (the only member of staff who could teach it) had taken on considerable extra responsibilities as a postgraduate Director of Studies. If the withdrawal was approved by Board of Studies, the affected students would be contacted and asked to select an alternative unit.</li> </ul>	
010	<p><b>SCHOOL OF MANAGEMENT GROUP CONTRIBUTION FORMULA (Paper 008)</b></p> <p>The Chair made the following comments:</p> <ul style="list-style-type: none"> <li>• The School had recently amended the formal mechanism for students to 'vary marks' in the case of group work issues. Evidence was now required to support students' decisions, such as minutes of a group work meeting or a record of who had attended sessions. This may only be for 2014/5, pending a more elaborate formal agreement.</li> <li>• It was important to have the right system: relative group marks could influence the outcome of degree awards.</li> <li>• It was believed that the new system would be fairer to all students.</li> <li>• Final decisions rested with the unit convenor.</li> <li>• A separate system was in place for formal 'Group Project' units such as BBA Action and Final Year Projects.</li> </ul>	
011	<p><b>NATIONAL STUDENT SURVEY</b></p> <p>The Chair said this was an annual survey of final year undergraduates, conducted by a third party (Ipsos MORI) during semester 2. It helped prospective applicants make decisions, and also provided quantitative and qualitative feedback to the School and</p>	

