

UNDERGRADUATE STAFF STUDENT LIAISON COMMITTEE 2014/5

MINUTES OF MEETING 1: 27 OCTOBER 2014

PRESENT:

<u>Academic Reps</u>: 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.

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

PARA		ACTION
	The Chair (Nick Kinnie) welcomed everyone to the meeting.	
001	APOLOGIES FOR ABSENCE 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	MINUTES OF LAST MEETING (Paper 001) The minutes of Meeting 4 held on 14 April 2014 were accepted as a correct record.	
003	MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS Para 044 – SSLC Annual Report: this had been completed (Agenda item 7). Para 045 – Anonymous marking pilot: 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	SSLC CONSTITUTION AND SEMESTER 1 MEMBERSHIP (Papers 002 and 003) 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	RAISING ISSUES ON SSLC AND HANDLING COMPLAINTS (Paper 004) 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	CHAIR'S BUSINESS 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	ANNUAL REPORT FOR UGSSLC 2013/4 The Chair said the Annual Report, summarising the year's activities, had been submitted to the Students' Union over the summer.	
008	 UNIT EVALUATIONS 2013/4: SEMESTER 2 RESULTS, PROCESS FLOWCHART AND ANNUAL REPORT The Chair provided the following background information to papers 006 a, b and c. 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). 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. Response rates had averaged 40%. Less attention tended to be paid to units which had received very low response rates. 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. 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. 	
009	 CHANGES TO PROGRAMME AND UNITS - Standing item (Papers 007a and b) Changes for noting: 3 changes had been approved since the last UGSSLC meeting, including withdrawal of one generally available unit (GAU). Changes for consideration: 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. 	
010	 SCHOOL OF MANAGEMENT GROUP CONTRIBUTION FORMULA (Paper 008) The Chair made the following comments: 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. It was important to have the right system: relative group marks could influence the outcome of degree awards. It was believed that the new system would be fairer to all students. Final decisions rested with the unit convenor. A separate system was in place for formal 'Group Project' units such as BBA Action and Final Year Projects. 	
011	NATIONAL STUDENT SURVEY 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	

University on programmes and general provision. National newspapers and league table compilers made wide use of the data. • The 2014 university-wide response rate was 72%. Within the School it had ranged from 40% (BAF final year) to nearly 80% (IMML). The general outcome had been very good, with the University retaining its 'top spot' overall. In the School, top place had been retained for Business, with a very high level of student satisfaction (joint first place with Loughborough). Follow-up activities included compiling 'action plans' for areas which needed Secretary /Chair Further information on this would be available at the next improving. meetina. In response to a question from Mohamed Rayan Slaoui, the Chair confirmed that there would be no NSS data on the BSc Management Suite until current Year 1 students reached their final year. However, the unit evaluation process allowed all students to take part in regular assessments. Richard Kamm mentioned the Programme Surveys which were run by the University. Max Teichert added that BBA rankings could provide helpful pointers for Management students, as many subject areas overlapped. 012 **ANY OTHER BUSINESS** Induction Feedback - Eliza Shaw said that a summary of results from the 2014 Academic Induction Survey would be made available in Semester 2, but she was keen to Reps receive any other feedback about the induction activities. She asked for formal thanks to be recorded to the excellent team of students who had helped at Induction Week events. Undergraduate Events Committee – this would be more student-led than in the past. The Chair had secured additional funding from the School for activities and he encouraged students to become involved. Departmental Open Days – 12 of these were planned for undergraduate programmes in 2014/5, starting with a BBA event on 3 December and continuing Academic from February to April. Open days relied on staff and student helpers, and the Chair Reps asked the Academic Reps to encourage students to volunteer. Diana Moore mentioned that the HEAT Team would provide compulsory training: each helper would be required to attend one session out of a selection of dates. Academic Representatives conference (Saturday 1 November) - Eliza Shaw said the Reps had been emailed by the Students' Union about this event. Good feedback had been received from previous events. The deadline for registration was 9 am on 29 Secretary October - Secretary to email a reminder. **DATE OF NEXT MEETING** TUESDAY 9 December at 13:15 in Wessex House Council Chamber. There was no further business and the meeting closed at 2:15 pm.