

Undergraduate Staff Student Liaison Committee 2013/14

Minutes of Meeting 1: Monday 28 October 2013 (to be formally approved at Meeting 2)

Present: Students (Academic Reps): Mansoor Ahmed; Holly Downing; Isla Jardine; Thomas Jaulin; Rafi Khan; Lisa-Katharina Kleber; Holly Nicholson; Camilla Penrice; Antonios Prounias; Emily Quarmby; Ellen Shannon; Valerie van der Spree; Tony Zhang.

Staff: Ian Crawford; Jane Hill; Jane Hunt (Secretary); Richard Kamm (Chair); Nick Kinnie; Greg Schwartz; Eliza Shaw.

		ACTION
000	Richard Kamm was in the Chair in lieu of Nick Kinnie, who had only just returned from sick leave. He welcomed everyone to the meeting.	
001	APOLOGIES FOR ABSENCE Received in advance from Rob Branston, Lulcho Georgiev and Martin Obretenov. Received after the meeting from Peter Hachfield.	
002	MINUTES OF LAST MEETING (Paper 001) The minutes of the meeting held on 22.04.13 were approved. The Chair clarified that under Para 43, the unit convenor for MN30085 had not been on maternity leave.	
003	MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS There was none that was not covered under the Agenda items.	
004	SSLC CONSTITUTION, MEMBERSHIP, ROLE AND PURPOSE (Papers 002 and 003) All the Academic Representatives had been elected in the recent Students' Union elections, apart from BBA3 Reps who were continuing their year of service. The Secretary said the Chemistry with Management Reps were still being decided and hopefully would be attending Meeting 2. The Chair said the Constitution provided for a Student Rep to act as Chair. If anyone was interested in chairing the remaining meetings they should contact the Secretary. Training was available from the Students' Union, and the School assisted student Chairs in preparing for SSLC meetings. The Secretary mentioned that Academic Reps usually communicated with their cohorts via Moodle but anyone finding difficulty with this should get in touch with her. She also mentioned the UG SSLC area of Moodle where SSLC papers were posted. Eliza Shaw mentioned the Academic Rep Annual Conference on Saturday 2 November. This was a new event, which Reps should have been emailed about. They would receive an email reminder as it was necessary to register in advance and time was running short.	

005	<p>PROCEDURES FOR RAISING ISSUES ON SSLC AND HANDLING COMPLAINTS (Paper 004a and 004b)</p> <p>The Chair went over the procedure for raising issues (Paper 004a). Where appropriate it was important to go first to the Unit Lecturer, who could often resolve issues. Programme-specific issues should be raised with the Director of Studies.</p> <p>For formal complaints it was necessary to follow the standard University procedure (Paper 004b). There was a link on the University website and a form to be completed.</p> <p>Nick Kinnie said it was important not to delay in raising issues, and Greg Schwartz reiterated this. Academic Reps were reassured that:</p> <ul style="list-style-type: none"> (a) Year group Facebook sites could be used for communicating about issues, provided that appropriate parameters were established and suitable language used. (b) An Academic Rep could approach a Unit Leader directly about a unit problem. The relevant Director of Studies could be copied in as well if this was felt to be appropriate. 	
006	<p>CHAIR'S BUSINESS</p> <p>There was none.</p>	
007	<p>ANNUAL REPORT 2012/3 (Paper 005)</p> <p>The Report summarised the 2012/3 activity of the School of Management UG SSLC. It had been submitted to the Students' Union, who collated Reports from all departments and were able to identify common themes and follow them up.</p>	
008	<p>UNIT EVALUATIONS, SEMESTER 2 2012/3 (Papers 006a and 006b)</p> <p>Paper 006a listed all the Unit Evaluation results for Semester 2 2012/3, for School of Management-taught units.</p> <p>The Chair said that the most important data were the responses to Question 4 (<i>Overall I am satisfied with the quality of this unit</i>), and the percentage response rate. A low score for Q4 coupled with a high response rate was particularly indicative. Any unit attracting an average Q4 score of below 3.5 was investigated with the unit convenor. There could be a variety of reasons for this score (unit content, lecturer, method of assessment etc). Paper 006b was a report which summarised investigations held as a result of 2012/3 Unit Evaluations.</p> <p>Nick Kinnie stressed that the results were taken very seriously and followed up with a systematic approach. In extreme cases, changes could be made to the staff teaching the units. Unit evaluation results were also discussed at the School's Learning and Teaching Quality Committee and the Executive Board, with the new Dean of the School taking a particular interest in the results.</p> <p>Greg Schwartz asked Academic Reps to encourage their colleagues to complete unit evaluations and thereby improve response rates (the highest in the Semester 2 evaluations was only 59%). The Chair said that unit evaluations would be carried out via Moodle next year which would probably improve response rates.</p> <p>Antonio Prounias pointed out that information was lacking in the section for MN30470 – Chair to follow up.</p>	<p>Reps</p> <p>Richard Kamm</p>
009	<p>UNIT EVALUATIONS: FORWARD MATTERS</p> <p>The Chair asked for views on the best timing for running unit evaluations. In general, they should take place once students had received sufficient teaching on the units, but before exams or vacations. It was also helpful for administrators if all the evaluations could be set up and run at the same time.</p>	

012	<p>ANY OTHER BUSINESS</p> <p>Nick Kinnie said that a series of UCAS open days would be organised in the Spring. There would be more events than usual, and it was important to have a team of student helpers to assist. He asked Academic Reps to encourage their fellow students to volunteer their help.</p> <p>He said the School was launching 4 new undergraduate degree programmes for 2014: BSc Management (3 or 4 year version), BSc Management with Marketing (4 years) and BSc International Management (4 years). These programmes constituted a new 'Management Suite', with further information on the School website. There were no changes planned to the existing programmes, but the new ones would add to the School's portfolio of undergraduate degrees in the light of huge demand.</p> <p>The above would mean that some student Open Day assistants would be talking to visitors about the new programmes and training would be provided.</p>	Reps
013	<p>There was no further business and the meeting closed at 2:10 pm.</p> <p>Date of next meeting: Monday 9 December at 13:15 in Wessex House Council Chamber.</p>	