

Undergraduate Staff Student Liaison Committee 2012/13

Minutes of Meeting 1: Monday 29 October 2012

Present: **Students** – Lauren Beadle, David Clegg, Stefana Covalciuc, Lucas de Sarrau, Anthony du Hecquet de Rauville, Megan Endean, Mridul Gupta, Andrea Menzalin, Gustavo Moreno da Silva, Rob Ogden, Maddie Pitt, Sara Svensson, Buse Tumen, Lucy Woodcock.

Staff – Nick Kinnie (Chair), Anthony Birts, Rob Branston, Jane Hill, Jane Hunt (Secretary), Ben Smith, Karoline von Oppen

In attendance: Edgar Assenga Amara (School Rep)

		ACTION
000	Dr Nick Kinnie as Chair welcomed everyone to the meeting.	
001	APOLOGIES FOR ABSENCE Received from Alex Pool, Francisco de Santos, Eliza Shaw. Richard Kamm hoped to arrive after his lecture.	
002	MINUTES OF LAST MEETING (Paper 001) The minutes of the meeting held on 23 April 2012 were agreed.	
003	MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS <u>045 – Feedback Policy</u> – the Chair said this issue had moved on because the University was likely to change its policy. Only a sample record of coursework would be kept and other work would normally be returned: exactly when depended on what the University decided, but it would be a positive change. <u>046 – Annual Report</u> – dealt with under separate item below.	
004	SSLC CONSTITUTION, MEMBERSHIP, ROLE AND PURPOSE (Papers 002 and 003) The Chair said the 2012 Constitution was a standardised University document, whereas in previous years it had been more School-based. However, the SSLC was able to add terms of reference, subject to approval by School of Management Board of Studies. The Chair said that although he was chairing this first meeting, he encouraged any student member to take on the role. Anthony du Hecquet de Rauville volunteered to do this. The Chair mentioned training activities he should undertake prior to the next meeting and said he should liaise with himself and the Secretary regarding preparation. Paper 003 listed Membership and meeting dates for 2012/3. It was clarified that IMML Joint Committee dates were for Year 4 IMML Reps only, who would be attending that committee.	

	<p>The Secretary said that Academic Reps could be given access to the general email lists, to communicate with their cohorts for SSLC business. It was mentioned that Reps had been advised to use Moodle for this, which looked to be acceptable.</p>	
005	<p>PROCEDURES FOR RAISING ISSUES ON SSLC AND HANDLING COMPLAINTS (Paper 004a and 004b)</p> <p>The Chair went through Paper 004a. He said it was important for Reps to canvass their cohort's opinion to ensure that any course issues raised to the SSLC reflected majority views. Many issues did not go as far as this, as they were resolved through discussions with lecturers or the Director of Studies.</p> <p>Paper 004b was a flowchart showing how more serious issues ('complaints') can either be resolved by the Unit Convenor, or can go to the Associate Dean and even the University Secretary. Formal complaints required completion of a form but it was also advisable for Reps to keep their own records if they raised any items in this way. Karoline von Oppen confirmed that complaints involving PoLIS units should go through the PoLIS Associate Dean.</p>	
006	<p>CHAIR'S BUSINESS</p> <p>The Chair welcomed Dr Rob Branston who had recently taken over as BBA Director of Studies. He also thanked Richard Kamm who had acted in the role since the departure of Dr Niall Piercy. Regarding rankings, he was pleased to announce that the University, and the School's undergraduate programmes, had received very good results recently in the Sunday Times.</p>	
007	<p>ANNUAL REPORT 2011/2 (Paper 005)</p> <p>The Report summarised the 2011/2 activity of School of Management SSLC. The Chair drew the Membership's attention to the 'good practice' column and he also pointed out that most issues on the report had been resolved.</p>	
008	<p>UNIT EVALUATIONS, SEMESTER 2 2011/2 (Papers 006, 007a and 007b)</p> <p>Paper 006 showed how the unit evaluation process can help improve unit delivery. The Chair said there was also an impact on staff appraisals, as staff have to compile an action plan for any units with low results. He asked Academic Reps to make their colleagues aware of this in an effort to increase response rates and contribute to a more accurate reflection of results.</p> <p>Papers 007a listed all the Unit Evaluation Results for Semester 2 of 2011/2 for Management-taught units, presented in teaching group order. There was some concern that many response rates were quite low. The Chair mentioned that the University was considering discounting response rates below 30%. It was also noted that response rates had a different implication depending on the class size.</p> <p>Sara Svensson asked if unit evaluations could be made compulsory but the Chair said the School had decided against this. At present the interface between Moodle and SAMIS did not allow unit evaluations to run through Moodle. Lauren Beadle mentioned an institution where students only receive final marks if they had given feedback on the unit. However, it was felt that students may not complete feedback properly in these circumstances. Timing was also an issue: students may prefer to give feedback at the end of the semester, but additional stress at that point might have a negative effect on their responses.</p> <p>The Chair said that the key question was number 4 'overall satisfaction with the unit' with a benchmark score of 3.5 out of 5. Paper 007b listed all units with a score below this, with actions that had been taken – the first such document that had been</p>	

	produced for SSLC. As well as feedback scores, qualitative comments made by students within unit evaluations had been taken into account, as well as comments made by lecturers about their units during exam boards.	
009	<p>CHANGES TO PROGRAMME AND UNITS (Standing item)</p> <p>The Chair said there had been a few small changes:</p> <ul style="list-style-type: none"> - Amendment to assessment for Placement units, in line with University policy. - A small change to Law in Context unit for year 1 BAF and BBA which had now become a year-long unit. - Amendment to assessment of MN20414 Research Project (first piece of coursework now group rather than individual). - MN30447 Anti-trust and Strategy had been reinstated with revised content and would be available in Semester 2 to final year BBA and IMML students. 	
010	<p>GOOD PRACTICE SHARING/STUDENT INVOLVEMENT (Papers 008a and 008b)</p> <p>The Chair said that Paper 008a had been compiled by the School in response to a brief by the University. It highlighted areas where the School intended to involve students in processes during the coming year. Apart from SSLC, these included participation in surveys, Student Reps attending Board of Studies/SLTQC, and Unit Evaluations. He invited the Student Reps to think about other areas where students might contribute, and bring these to the next meeting.</p>	Action: all Student Reps
011	<p>FEEDBACK FROM 2012 NATIONAL STUDENT SURVEY</p> <p>The Chair said this was a government-led survey of all undergraduate students in the UK. Carried out by a third party, it ran for around 6 weeks every year in Semester 2 with all final year students being invited to contribute. The resulting statistics were used to inform league tables and KIS (Key Information Statistics) and were available on the Unistats website. School of Management results from 2012 were very good, with overall student satisfaction being 95% for IMML, 97% for BBA and 100% for BAF. However there were still areas to improve, such as assessment and feedback.</p> <p>BBA was currently in top place for employability and earnings, with the highest percentage of students employed (and in graduate jobs) within 6 months of graduating.</p>	
012	<p>ANY OTHER BUSINESS</p> <p>The Chair explained that AOB Items should be notified to the Secretary well in advance of each meeting so they could be approved by the Chair and added to the Agenda. It may be advisable to raise items first with the Director of Studies who may then bring them to the attention of the Chair.</p> <p>Karoline von Oppen said that IMML was due to have a Degree Scheme Review this year and she outlined what was involved. She would contact IMML Reps in due course about meetings and discussions over the next few months.</p> <p>There was no further business and the meeting closed at 2:10 pm.</p>	