

Undergraduate Staff Student Liaison Committee 2012/13 Minutes of Meeting 2: Monday 3 December 2012

Present: **Students** – Lauren Beadle, David Clegg, Lucas de Sarrau, Anthony du Hecquet de Rauville (Chair), Megan Endean, Francisco Garcia dos Santos, Mridul Gupta, Andrea Menzalin, Gustavo Moreno da Silva, Rob Ogden, Maddie Pitt, Buse Tumen, Lucy Woodcock.

Staff – Anthony Birts, Jane Hill, Jane Hunt (Secretary), Nick Kinnie, Eliza Shaw

		ACTION
	Anthony du Hecquet de Rauville as Chair welcomed everyone to the meeting.	
013	APOLOGIES FOR ABSENCE Received from Rob Branston, Richard Kamm, Alex Pool, Ben Smith, Sara Svensson, Karoline von Oppen.	
014	MINUTES OF LAST MEETING (Paper 009) The minutes of the meeting held on 29 October 2012 were agreed.	
015	MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS There were no matters arising that were not covered under separate Agenda items.	
016	CHAIR'S BUSINESS The Chair said that requests to complete Unit Evaluations for Semester 1 units were currently being emailed to all students. He asked members to tell their cohorts about the importance of completing them.	
017	CHANGES TO PROGRAMME AND UNITS (Standing item) There were no changes to report.	
018	EXTERNAL EXAMINERS' REPORTS (Paper 010) The Chair explained these were extracts from the 2011/12 reports. Nick Kinnie explained that External Examiners are experts in their field, independent of the School and University, appointed for 3 or 4 years to give an external perspective on quality assurance procedures and assessments (coursework and exams). Acting as independent moderators they are also invited to Programme Boards to oversee the marking process. Extracts of their annual report are made available to SSLC members for information and comments, and formed the current Paper 010. David Clegg mentioned the IMML Report Para 3.4 regarding marks distribution. His concern was that for essay-based subjects, lower end marks might be 'higher' and higher end marks 'lower' than for numerical subjects, where more marks over 80% might be awarded. It was therefore perceived easier to get higher marks in numerical subjects and this was a factor in unit choices for some students.	

	<p>Nick Kinnie said that most of the Externals' comments concerned the 'lower end' of the marking scale. He also said each External Examiner saw only a small proportion of the units. The School of Management's view was that there were no 'easy' or 'difficult' units. Marks were approved, and statistical profiles discussed, at Unit Boards, where External Examiners were not present. But they were present at Programme Boards, where marks and statistics were further analysed to ensure consistency within a band. If appropriate, marks could be 'scaled' (ie a statistical change made) if it was felt, for example, that the average was too low. If the average was outside the range 52- 68%, a discussion had to take place.</p> <p>Nick Kinnie said that over the last 2 or 3 years the School had tried to give as much information as possible to help students choose units (Unit Fair, information on Moodle, information given out by staff). However, it was easy for perceptions to arise that were not founded on fact.</p> <p>David Clegg said that the Unit Fair is held when IMML students are on their year abroad, so they must rely on Moodle and students in higher years for information. Nick Kinnie said the placement structure does impact on this and asked the membership for ideas on how to improve this situation.</p> <p>The Chair asked if marks averages could be released. Anthony Birts said that marks information can be taken out of context. The best source of information is students in higher years. He also said that finance units can have a fairly high standard deviation, so purely looking at statistics can be misleading.</p> <p>The Chair asked if this information could be put into a unit profile. Nick Kinnie said that Unit Evaluation data and unit information were posted on Moodle, which Richard Kamm had set up.</p> <p>Lucy Woodcock said that unit handouts are very useful and their availability should be publicised more widely. Nick Kinnie to feed this back to Richard Kamm.</p>	<p>All</p> <p>NK</p>
019	<p>GOOD PRACTICE SHARING/STUDENT INVOLVEMENT (Paper 011)</p> <p>The Chair said this item was touched on at the last meeting, when members had been asked for suggestions regarding areas of good practice. Nick Kinnie mentioned the following points under the question prompts in the ULTQC 39 document (a summary of initial brief reports).</p> <p>Question Prompt 3.11 (Closing the feedback loop) – Unit evaluation data and list of actions taken were now being brought to SSLC, so members could see what is happening and make comments.</p> <p>Question Prompt 3.12 (Evaluation and dissemination of student contribution to the quality assurance processes) - The new SSLC Moodle site would be useful for disseminating information.</p> <p>The Chair asked if students attend the Learning and Teaching Quality Committees. Nick Kinnie said that School Reps attend the School one, and he believed that the Vice President for Education attended the University level one.</p>	
020	<p>INDUCTION SURVEY 2012</p> <p>Eliza Shaw said that Induction had gone very well. Events had included the Big Team Challenge and World Café. An Induction Survey had been conducted amongst first year students and the results would be collated into a report. She asked for</p>	

	<p>members to let her know any feedback or further information about the events. She had received tremendous assistance from the Student Ambassadors (years 2 to 4), and asked for her thanks to be formally recorded in the Minutes. She hoped the first year students would greatly benefit from the events that had been organised.</p>	
021	<p>UNDERGRADUATE EVENTS COMMITTEE (Paper 012) Paper 012 was distributed to those present. Eliza Shaw said the Committee was put together last year to organise events for School of Management, with the School's backing. The first year had been fairly small-scale but very successful. The main event had been a Spring Ball, which would be repeated in 2013 along with other events. She would email the student cohorts about the Committee's activities and Representatives (who were decided informally rather than through an election process). She hoped more Year 1 and 2 students would get involved with the Committee's activities – this could range from full Committee work to just supporting events. As it was a new Committee, she welcomed any feedback or suggestions.</p> <p>The Chair asked how students get to know about the Committee's activities, to which Eliza Shaw replied that information is put into welcome packs and mentioned in induction sessions.</p> <p>David Clegg said he had been on placement last year and did not realise the Events Committee had been formed. Eliza said that there had also been a small delay distributing information this year owing to sickness. However, two IMML students, on placement last year, were now keen to get involved in the Committee.</p>	
022	<p>POST-OFFER OPEN DAYS 2012/3 The Secretary said that a number of course-specific open days for IMML, BAF and BBA were taking place over the next few months, starting with an IMML one on 5 December. The involvement of current students was crucial, from giving campus tours to assisting in presentations. Programme Administrators would be contacting students to recruit a team of ambassadors. Anthony Birts reiterated the importance of the student contribution.</p> <p>Nick Kinnie said the level of open day provision had been stepped up last year and visitor surveys indicated this had been successful. A further improvement had been to set up a 'virtual chat' on a specific occasion so applicants, particularly those unable to visit in person, could log in and ask questions. The take-up had been quite small but the event had gone fairly well, helped by the assistance of two current students. For 2013 it was hoped to run two such events, one for Home and the other for Overseas applicants.</p>	
012	<p>ANY OTHER BUSINESS There were no items raised.</p>	
013	<p>DATE OF NEXT MEETING The Chair confirmed this would be held on Monday 18 February at 1:15 in the same venue.</p> <p>There was no further business and the meeting closed at 2:00 pm.</p>	