

UNDERGRADUATE STAFF STUDENT LIAISON COMMITTEE 2014/5

MINUTES OF MEETING 3: 17 FEBRUARY 2015

PRESENT:

Academic Reps: Harry Cobbold; Kejun Audrey Dong; Aimée Hendrickson; Isla Jardine; Charlotte Jobson; Matthew Jones; Charlotte Lucas; Adrian Ma; Anna Malactou; Creina O’Shea; Mohamed Slaoui (Chair); Max Teichert; Clara Tourmé; Jeff Wilkinson; Lucy Woodcock.

Staff: David Bence; Rob Branston; Jane Hill; Jane Hunt (Secretary); Richard Kamm; Nick Kinnie; Lynda Porter; Jens Roehrich; Eliza Shaw; Zeynep Yalabik.

PARA		ACTION
	The Chair (Mohamed Slaoui) welcomed everyone to the meeting.	
025	APOLOGIES FOR ABSENCE Elliott Gould, Nicole Howlett, Diana Moore, Carmen Oliver, Ben Smith.	
026	MINUTES OF LAST MEETING (Paper 015) The minutes of Meeting 2 on 9 December 2014 were accepted as a correct record.	
027	MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS <u>Para 019 – NSS Action Plan:</u> The Chair encouraged finalists to complete the survey. Nick Kinnie said he had given an overview of the NSS to BBA and BAF finalists. Current results (around 30% for BBA and 24% for IMML) needed to be increased to about 80%. The best way to do this was for Academic Reps to spread the word to fellow students. The survey closure date was early April. <u>Para 021 – Feedback:</u> The Chair asked if there were any further comments from the Academic Reps. Isla Jardine felt feedback was still relatively weak, especially for group assignments. Nick Kinnie recommended she follow this up with Lynda Porter.	
028	SSLC SEMESTER 2 MEMBERSHIP LIST (Paper 016) The Chair welcomed the BBA2 Reps who had recently been elected. BBA3 students were now on Placement.	
029	CHAIR’S BUSINESS An Open Student Meeting had taken place immediately prior to the SSLC meeting, attended by a senior member of staff in the Faculty of Science and the Director of Learning and Teaching. Semester 1 Exam results were due to be published on SAMIS on 27 February.	
030	CHANGES TO PROGRAMMES AND UNITS – for consideration Nick Kinnie said this was the main time of year for proposed changes to be	

announced. Paper 017 listed all the changes for consideration, which were a mixture of 'minor' and 'intermediate' changes.

BBA Programme Specification (Paper 018) – Rob Branston said that some amendments were being made to ensure that all BBA students had to undertake an examination at some point, otherwise they could not graduate. This had been done in conjunction with the Head of Disability Support.

Management Suite (Papers 019a, b, c) – Nick Kinnie said the programmes had been designed more than 2 years ago and some improvements were now being put in place, especially to Year 2. Jens Roehrich added that there was now an increased amount of choice for optional units.

In Management with Marketing, Project Management had become a compulsory unit for Year 2, as preparation for the Year 3 Placement. In BSc International Management more extensive option choices were now available, which would also better prepare students for an international placement.

The Chair asked the Academic Reps' opinions on these changes, which were being implemented for 2015/6 and therefore would affect current Year 1 students who had to choose Year 2 options in April.

Lucy Woodcock asked if any of the changes had been made as a result of Unit Evaluations (for example, changes to assessment methods in MN10568). Jens Roehrich said it was more a case of all-round comparisons between programmes, with the aim of improving the mix of assessments.

Nick Kinnie drew attention to a new Final Year unit 'Leading and Managing Change', which reflected staff expertise in the School. Other changes had been introduced as a result of staff changes and unit evaluation data. All these changes were at the consultative stage and would go through Committees at the end of the month.

031

UNIT EVALUATIONS, SEMESTER 1 2014/5 (Paper 020)

Nick Kinnie said all students had been asked to complete these. Response rates had improved slightly but some were still on the low side. Data from response rates of less than 30% was looked at, but not used as the basis for major decisions. The data was treated very seriously by the Dean and all staff. Data from previous years was also looked at, so that trends could be identified.

Any unit that scored below 3.5 for Question 4 (Overall satisfaction with the unit) was investigated by Richard Kamm, and any below 3.0 required urgent change. Sometimes a unit achieved an adequate overall score but other responses indicated the need for attention. Occasionally, a unit was simply not in the right place on a programme and an amendment had to be made.

If issues were brought to light early in the teaching period, there was more chance they could be resolved or improved whilst the unit was still running. Lucy Woodcock asked if lecturers could encourage informal feedback half way through the semester, via 'clicker' or a short discussion. Nick Kinnie said there was no specific policy but it was a good idea. Zeynep Yalabik said she had found this approach useful. But she also encouraged students to ask questions at any time and make their feelings known, although Lucy felt that some students may not wish to appear critical. It was generally agreed that having feedback part way through the

	semester would allow current students, as well as future cohorts, to benefit from any improvements that could be made.	
032	<p>PROPOSED TIMETABLE CHANGES TO SSLC ACADEMIC REP ELECTIONS 2015/6</p> <p>Eliza Shaw said that all elections (apart from BBA2) currently took place at the start of each academic year. For 2015/6 a new system was being trialled, with continuing students mostly electing their Reps in the Semester 2 of the previous year. After some discussion, the eventual recommendations were:</p> <p><u>All Year 1 posts</u>: to be elected at start of academic year. <u>Year 2 posts</u>: to be elected in Semester 2 of the previous year, except BBA2, who would continue to be elected in February when they returned from placement. <u>Final Year posts</u>: to be elected at the start of the academic year (students had other things on their minds whilst on placement). It was decided to trial having separate Reps for 3-year and 4-year BAF finalists (in time this would also apply to BSc Management).</p> <p>There was a discussion on the possible introduction of Placement Reps, which the School did not currently elect. Academic Reps felt that students on placement tended to report issues direct to the Placements staff, with whom they had a good relationship, and who had the experience to deal with their issues and queries. However, Placement Reps might provide a useful link for students and a channel for opinion. Lucy Woodcock said that her cohort had assumed she was still a Rep whilst on placement; it was usually a matter of pointing students in the right direction for assistance. It was important that Placement Reps did not have to read large amounts of paperwork and become involved in complex issues. Jeff Wilkinson said the situation in Chemistry with Management was a little different, since the course included distance learning modules.</p> <p>Overall, it was thought useful to have Reps in these posts but the role would have to be made very clear. Eliza Shaw thanked the Membership for their feedback, stressed that the new arrangements were a trial and asked that any further comments be forwarded to her.</p>	
033	<p>EVENTS COMMITTEE</p> <p>Eliza Shaw said that a number of successful events had been held at the end of 2014. The main upcoming event was the Spring Ball on 26 March. Since there was currently no Events Committee representation for IMML 1 or 4, or BAF2, she asked Academic Reps to channel information back to their cohorts. Aimée Hendrickson said that being on the Committee was a good way to make friends and to contribute to student life. Anna Malactou encouraged Reps to advertise the Spring Ball as School of Management students were being given priority in booking tickets.</p>	
034	<p>ANY OTHER BUSINESS</p> <p><u>On-line Library Survey</u> - Jane Hill said this had been launched on 14 February, and would run for 3 weeks. She asked everyone to complete it and promote it to other students. She had publicity available if required.</p>	
035	<p>DATE OF NEXT MEETING</p> <p><u>Monday</u> 20 April 2015 at 13:15 in Wessex House Council Chamber. There was no further business and the meeting closed at 2:15 pm.</p>	