

	<p>to push this forward over the next 2 weeks to increase response rates.</p> <p><u>Para 035 – Qualtrics</u>: David Bence said 3 packages suitable for FYP work were used by the University (SPS, NVivo and Qualtrics). However, both Anna Bucknell in the SU and BUCS had confirmed there was no student training budget (students usually did self-training via YouTube etc.) However, since the School held a budget he would follow this up with next year's FYP convenor in case training could be provided. Rob Branston added that the current convenor was aware of this and was researching alternatives, including Library refresher courses. He also said that some support work was covered in earlier BBA projects, but was not always accessed by the students.</p> <p>The Chair said that instructional material would supplement 'self-teaching'. There were also resources on the Bath website but students had to know how to access the right materials.</p>	David Bence
040	<p>CHAIR'S BUSINESS</p> <p><u>UGSSLC Personnel Changes</u>: The Chair recorded thanks to Jane Hill who had retired, and welcomed Helen Rhodes in her place as Library Staff Representative. He also welcomed Philip Cooper to his first UGSSLC meeting.</p> <p><u>2016-7 Unit self-selections</u> were available online until 27 April. He asked the Reps to remind their cohorts to select their units in good time.</p> <p><u>Semester 2 Unit Evaluations</u> were currently live. He asked Reps to encourage their cohorts to complete them, as the resulting data were very valuable in improving student experience.</p>	Reps Reps
041	<p>CHANGES TO PROGRAMME AND UNITS - Standing item (Paper 020)</p> <p>Rob Branston said all 3 changes were for BBA - amending the Project units in Years 2, 3 and 4 to Designated Essential Units (DEUs). This was the final part of the process explained at the last meeting, in order to allow students to retrieve these units on an individual basis if their Academic Progression required it.</p>	
042	<p>EXTERNAL EXAMINERS' REPORTS (Paper 021)</p> <p>The final 4 response letters from Meeting 3 had now been sent by Nick Kinnie.</p>	
043	<p>ANNUAL REVIEW OF THE FEEDBACK POLICY (Papers 022 a and b)</p> <p>Philip Cooper said that the main development this year had been exam feedback. As well as students being able to ask for individual feedback if they were required to retrieve, they could now request it if they had 'substantial concerns' (eg their exam performance was out of line with coursework or performance on other units to a difference of 2 degree classifications or more.)</p> <p>David Bence said that Catherine Zhu had recently queried the exam feedback policy following her Exchange in Sydney (initially on the Agenda for this meeting under AOB). They and some other Exchange partners had a broader policy of reviewing exam scripts with students, compared to Bath. Catherine said she believed the Sydney system was better as the feedback was available to all students. Philip Cooper said that with our large class sizes it was a longstanding issue of practicality and would be too time-consuming. He would report the concern but it was unlikely the current system could be changed.</p> <p>Rob Branston and Philip Cooper drew attention to the generic feedback put on Moodle by unit convenors. All the unit's students could access it, although it appeared not all students were aware of this. Its provision was University policy and if any lecturers did not make the feedback available Reps should report it to their DoS.</p>	Philip Cooper
044	<p>ANNUAL REVIEW OF THE PERSONAL TUTOR SYSTEM (Paper 023)</p> <p>Margaret Greenwood (Senior Tutor) was unable to attend the Meeting but had provided her Annual Review.</p> <p>Rob Branston said the School was aware of the shortcomings. A pilot scheme being carried out by Margaret with some members of the AFL Division was yielding promising results. Having taken part, Philip Cooper believed the pilot had been rigorous and carefully monitored. Some variability in practices had been discovered which needed to be highlighted and improved.</p> <p>A system of recording Tutor/Tutee meetings on the system had also been suggested. This was already done for PGR students.</p>	

045	<p>PROFESSIONAL SERVICES REPORTS ON STUDENT SURVEY RESULTS (Paper 024)</p> <p>Philip Cooper said these Reports had been presented to SLTQC, although most of the results were drawn from PG students rather than UG. Space pressure in the Library was a main concern (although the SoM response was more positive than some departments) and ULTQC had commissioned a separate report about it.</p> <p>Helen Rhodes said the Library was concerned about the slight slippage - several recommendations from the Action Plan had been implemented. 70 extra seats were now available – small but significant. A meeting room on level 4 had been opened up for student use and the Operational Services Manager had given up his office for 6 – 7 students to study in. The Chair said the new study space in Bath might help.</p>	
046	<p>UGSSLC ANNUAL REPORT</p> <p>The Secretary said every SSLC was required to submit a report of its activities over the year to the Students' Union (and thence to other Committees). This involved completing a pro-forma document with summaries of issues discussed/actions taken. She was happy to prepare this and submit it by the deadline date.</p>	Secretary
047	<p>GRADUATION CELEBRATION EVENTS</p> <p>Diana Moore said that the annual drinks reception/prizegiving events would take place on 29 June, in a marquee in Victoria Park – a pleasant venue with staff, students and their guests attending. BBA and BAF (10 am graduation) would have their event 12 - 1.30 pm. IMML (12:30 pm graduation) would have theirs 2 – 3:30 pm. Reception Invitations would be sent out in the next couple of weeks.</p>	Diana Moore
048	<p>ANY OTHER BUSINESS</p> <p><u>Exam Review Sessions</u> – covered under 043 above.</p> <p><u>Trial of new Library statistics database (Statista)</u> - Helen Rhodes said this was taking place until 15 May. Accessed by a picture link on the Library home page and contained very useful data.</p> <p><u>Trial of new marketing database (Ibisworld)</u> from Monday 25 April- details to be sent out.</p>	Helen Rhodes
049	<p>DATE OF NEXT MEETING</p> <p>There was no further business and the meeting closed at 2:05 pm. Being the last meeting of 2015/6, the Chair thanked everyone for attending over the year.</p>	