



MINUTES OF MEETING 3: 16 FEBRUARY 2016

For formal approval at Meeting 4

PRESENT: Sara Al Dada, Florence Bares, David Bence, Rob Branston, Sam Brill, Harry Cobbold; Yannis Dimitroulas, Sara El Hamidi; Georgia Hall, Erin Hawker; Jane Hill, Ellie Howard (Chair), Jane Hunt (Secretary), Abhishek Kulkarni; Craig Mathias, Diana Moore, Lidia Petrovici; Shresht Prakash, Ekaterina Rasouli, Jens Roehrich; Matt Rusling; Eliza Shaw, Ellie Stokes; Laura Stubbs, Max Teichert; Imogen Tyrrell; Beanie Watson; Lucy Woodcock; Zeynep Yalabik; Catherine Zhu.

In attendance: Anna Bucknell (Students' Union); Anne-Dauphine Lostie De Kerhor (School Rep).

PARA		ACTION
	The Chair (Ellie Howard) welcomed everyone to the meeting, including newly-elected BBA2 Reps and final year Reps returning from Exchange.	
023	APOLOGIES FOR ABSENCE Philip Cooper, Audrey Dong, Solene Jetzer, Nick Kinnie, Emma Robinson.	
024	MINUTES OF LAST MEETING (Paper 013) The minutes of Meeting 2 (1 December 2015) were accepted as a true record.	
025	<p>MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS</p> <p><u>Para 017 - Academic Rep Elections:</u> Eliza Shaw said that in the recent BBA2 elections approx. 20% of the cohort had voted – not a bad turnout according to the Students' Union. She welcomed new Reps Harry and Beanie and asked for any feedback about the election process to be passed on to her.</p> <p><u>Para 017 - Offer Holder Open Day update:</u> Diana Moore said the new venue (Chancellors' Building) was working well. After running 3 'Single Programme' events, the next one on Saturday 5 March was for all programmes. 300 visitors were expected (120 offer holders plus guests) with bookings now closed. The remaining dates 6 and 13 April were also for all programmes. The Student helpers had been making an excellent contribution, but more would still be appreciated for the remaining dates.</p> <p><u>Para 017 - Student Association:</u> Laura Stubbs said that the first event (a talk) was scheduled for 25 February. A 'Meet the Student Association' event had already taken place the previous Friday. Further volunteers were sought for particular posts.</p> <p><u>Para 021 – Investigation on Inclusion of references in Word Counts (MN20433):</u> This was to clarify whether or not references were included in the word count for the assignment in question. There was some discussion on the general guidelines, but during the meeting Rob Branston received an explanatory email from Nick Kinnie: Yiannis Gabriel had advised the students that the word count included references, but co-teacher Julie Gore had said that it did not. As a result, the decision had been taken not to penalise anyone on this occasion.</p>	<p>Reps</p> <p>Reps</p>

026	<p>SEMESTER 2 MEMBERSHIP LIST (Paper 014) The Secretary said that Philip Cooper was now Head of LTQ. Thanks to Richard Kamm for all his previous support. Matt Rusling would now be attending SSLC instead of Ben Smith. BBA2 Reps had been elected (Beanie Watson and Harry Cobbold). Abhishek Kulkarni (BBA4) and Catherine Zhu (BAF final year) had returned from Exchange. BBA3 Reps Adrian Ma and Creina O’Shea were now on Placement but still representing their cohorts as Placement Reps.</p>	
027	<p>CHAIR’S BUSINESS <u>Exam Timetabling:</u> Within one exam week in January, many Management students had 5 consecutive days of exams (3 core unit exams, plus 3 of their optional units), which had been very stressful. The Chair asked if the School could view the list in advance, or tell the Exams Office which were the core units. Jens Roehrich said that the Semester 1 issue had been passed back to the Exams Office.</p> <p>Rob Branston said that the University was very constrained with exam scheduling (so not all the School’s requests could be accepted), but was currently reviewing the academic year structure regarding assessments. Lucy Woodcock added that in 2017, Revision Week plus 2 weeks of assessments might be replaced by 3 weeks of Revision/Assessments, which should help with exam scheduling. The latter was always difficult, but the Exams Office appreciated feedback and students should email the central Timetabling address since requests from individuals made a stronger case. Yannis Dimitroulas asked if the School could join with other departments in putting forward an initiative.</p> <p>David Bence said the number of optional units compounded the problem. The current agreement was simply not to have more than 2 examinations on the same day, but it might be possible to request that the School did not want core unit exams on consecutive days. Catherine Zhu said that at her Exchange institution, the assessment period was 1 month long and David Bence pointed out that in Semester 2 the Bath exam period was extended to 3 weeks.</p>	
028	<p>SKILLS TRAINING The Chair welcomed Anna Bucknell, Skills Training Administrator (in attendance for this item). Anna introduced the work of the Skills Training Programme, which provided training in conjunction with the Careers Service/IT Training/Academic Skills Centre and Peer to Peer Trainers. Potential areas of focus included employability/marketing/assertiveness training. She encouraged students to look at the courses available and to consider becoming a Student Trainer (full support and training given). She also asked the Membership what they would like in terms of training (content and timing) and encouraged them to take a leaflet about their work.</p>	
029	<p>CHANGES TO PROGRAMME AND UNITS - Standing item (Paper 015) In the absence of Nick Kinnie, the Directors of Studies talked the membership through some of the important changes. BAF (David Bence): 2nd Year – MN10071 Organisational Behaviour changed from Core to Optional in response to feedback. MN20547 Strategic Financial Decisions and MN20019 Management Accounting moved to Semester 2. MN20018 Financial Accounting moved to Semester 1. This was a better order for the accounting units. Other changes were to tidy up content.</p> <p>BBA (Rob Branston): The most major change was to make the core Project Units in</p>	

	<p>Years 2, 3 and 4 into Designated Essential Units (DEU's), which would reinforce their key role within the programme. The units would have to be made up if they had not been completed.</p> <p>IMML – On behalf of Lynda Porter, Rob Branston mentioned a change to Year 2 MN20080 People & Organisations, listed as 'minor', but was a change from Individual to Pairs for the assessment. He asked for comments and the Chair responded that students were against this change: there was already a unit with group work in Semester 2 and they did not want more. Rob to feed this back.</p> <p>Management Suite (Jens Roehrich): The following broad areas applied: 1. An attempt to limit overlap of content between years. 2. BSc Management – DoS approved units from other years could be chosen in the Final Year. 3. A more even mix of assessments was now available.</p>	Rob Branston
030	<p>UNIT EVALUATIONS, SEMESTER 1 (Paper 016)</p> <p>Rob Branston outlined how seriously these were taken by the School. Any unit with an overall score below 3.7 was investigated by Head of TLO (now Philip Cooper), with a view to making changes. These units were shown at the end of the list. Qualitative comments were also reviewed. Only a small number of units were under investigation but the School must not 'rest on its laurels'.</p>	
031	<p>EXTERNAL EXAMINERS' REPORTS (Paper 017)</p> <p>The Secretary said that 4 response letters were still awaited and would be supplied as soon as possible. Rob Branston explained the background to the Paper and the role of the External Examiners to ensure the School's assessments compared with other institutions, with formal reports being supplied on the units they reviewed. The School responded to those reports and formulated an Action Plan on anything that needed addressing. Most of the comments were positive but a few minor changes were being made as a result. David Bence said that 2 external examiners reviewed the BAF programme and were happy with what was being provided.</p>	Nick Kinnie
032	<p>INDUCTION SURVEY (Paper 018)</p> <p>Eliza Shaw said the report had been compiled from the Year 1 Induction Survey, together with comments received from students and staff. Responses had generally been positive, with very good feedback on many aspects of Induction activity. A few areas were being looked at with a view to making improvements for 2016. Any further comments to SEO's were welcome.</p>	
033	<p>MENTORING</p> <p>Eliza Shaw said an Accommodation event had taken place the previous week for BBA 1 and 2. Rob Branston said the School was aware of the accommodation issues that arose from the BBA thin sandwich structure. This event had been organised, in conjunction with the Academic Reps, in order to assist. The Head of Accommodation Services had been involved and was now more aware of the issues. There were roughly equal numbers of BBA1 and 2, so it was hoped to solve any accommodation issues 'in house'. It was important for students to be proactive as well. He asked for any further suggestions to be fed back.</p> <p>Eliza said the BBA Mentoring scheme had now launched, with the help of Matt Rusling and lead Peer Mentors. An event had taken place recently for BBA1 students to meet BBA2's regarding their placement experiences and help BBA1 prepare (mock interviews etc). Good feedback had been received from the event but any further</p>	<p>BBA1/2 Reps</p> <p>BBA1/2</p>

	<p>comments should be passed back.</p> <p>IMML – Anne-Dauphine Lostie de Kerhor (School Rep) mentioned that a social event for years 1 and 2 was taking place soon.</p> <p>BAF/Management Suite – Laura Stubbs said that events were being planned for Semester 2.</p> <p>Eliza mentioned that an email would soon be sent to first year students, to encourage them to become mentors next year. She and Laura would be running some Peer Mentor training with the Students’ Union. Yannis Dimitroulas said he had found the peer mentoring very useful. Matt Rusling commented that the BBA mentoring scheme focussed more on the placement side.</p>	<p>Reps</p> <p>SEO’s</p> <p>1st Year Reps</p>
034	<p>NATIONAL STUDENT SURVEY</p> <p>Rob Branston explained this was a UK-wide survey of all final year students on all courses in the UK. Run by an independent body, IPSOS Mori, the information collected was used in KIS Key Information Statistics. All final years were requested to complete it - DoS’s would be contacting students. He asked Reps to encourage their peers to complete it early on. Lucy Woodcock said there was a University Prize Draw of £500 for those who completed it before the deadline.</p>	<p>Final Year Reps</p>
035	<p>ANY OTHER BUSINESS</p> <p><u>Library fines system</u> - Jane Hill gave the good news that this was being cut. Under the new loan system, books could be automatically renewed for up to 12 months; users would receive a monthly email stating which books they had on loan. If someone else requested one of these, the user would have 7 days to return it, otherwise be fined 80p per day and their account would be blocked.</p> <p><u>BAF Degree Scheme Review (DSR)</u> – Laura Stubbs had emailed BAF 2, 3 and 4 asking for their help. Shresht said he had shared this information with students but had not heard anything yet, however he felt the meeting was at a difficult time (morning of 14 March, just before the Easter break) and asked if it could be re-scheduled. Laura to pass this request back. David Bence said DSR’s take place every 5 years and were extremely important; many people had already been booked to assist.</p> <p><u>Qualtrics/BBA Final Year Project</u>- Yannis and Abhishek said that a recent email from David Todd had been circulated very late, and they asked if it could be sent earlier to FYP students. A training period would have been useful (eg Skills Centre/MASH), possibly on Thursdays which were free for FYP. Some students felt the support was better at their Exchange institutions. Rob Branston said students should also be proactive if they needed assistance and not wait to be contacted. He would feed back the comments to the FYP Administrative team. David Bence said this might be something that Anna Bucknell/Skills Training could help with.</p> <p><u>Management Society Ball</u> - the Chair mentioned that this was taking place the following Friday. Tickets would be on sale from Wednesday and she asked the Academic Reps to tell their cohorts.</p>	<p>Laura Stubbs</p> <p>Rob Branston</p> <p>David Bence</p>
036	<p>DATE OF NEXT MEETING</p> <p><u>MONDAY</u> 18 April 2016 at 13:15 in WH Council Chamber (refreshments from 13:00).</p> <p>There was no further business and the meeting closed at 2:05 pm. The Chair thanked everyone for attending, particularly those who had spoken to Agenda items.</p>	