

MINUTES OF MEETING 1: 31 OCTOBER 2016

PRESENT: Sean Ang, Natalie Belgrove, David Bence, Sam Brill, Philipp Cheng, Harry Cobbold, Philip Cooper, Claudia Cuellar Hattam, Ombeline Denant, Kristof Ehringer, Rachana Ekale, Paarth Gupta, Anna Heis, Jane Hunt (Secretary), Richard Jackson (Chair), Sarah Jones, Jack Kitchen, Richard Knight, Bobo Kuan, Dana Lattouf, Zaid Naser Aldeen, Helen Rhodes, Jens Roehrich, Matt Rusling, Eliza Shaw, Keiran Shergill, Karoline von Oppen, Zeynep Yalabik. **IN ATTENDANCE:** Richard Kamm (from 13:30).

PARA		ACTION
	<p>CHAIR'S WELCOME Richard Jackson introduced himself as the School's Associate Dean (UG Programmes) and Chair of the meeting. He welcomed all present, and expressed thanks, particularly to the student reps, for their willingness to serve on the Committee – which is vitally important to the School, and plays a key role in feedback, development, communication, etc.</p>	
001	<p>APOLOGIES FOR ABSENCE Romance Levy, Isabella Lowery, Diana Moore, Tony Roath, Laura Stubbs, Beanie Watson, Tom Woods.</p>	
002	<p>MINUTES OF LAST MEETING (Paper 001) The Minutes of 18 April 2016 were accepted as a true record with no amendments.</p>	
003	<p>MATTERS ARISING, INCLUDING ACTIONS ON ITEMS RAISED AT PREVIOUS SSLC MEETINGS <u>Para 039: Exam Timetables</u> (David Bence) – In January 2016, BAF4 exams had taken place over 3-4 days. Whilst not contrary to Central Services' guidelines, this scheduling had been far from ideal. DB therefore planned to intercept and check the 2016/7 draft Semester 1 exam timetable prior to publication. The Chair asked the other DoS's to do the same and liaise with David over the outcome. <u>Para 039: Qualtrics</u> (David Bence) – no real change from the last Minutes. Neither the Students' Union nor BUCS could help owing to lack of budget. For BBA Final Year Project primary data collection, David recommended the statistical package SPSS as it had the best support. Zeynep Yalabik said she had also found Qualtrics phone support to be helpful. The Chair asked the Secretary to advise Monia Mtar of the above and ask her to put together guidance notes for BBA4 students about data collection/analysis.</p>	<p>DoSs</p> <p>Secretary</p>
004	<p>LIBRARY ISSUES This item was moved up the Agenda to enable Helen Rhodes to leave for a teaching session.</p> <ul style="list-style-type: none"> • Database resources Statista and IBIS World had both been purchased following successful trials (see Meeting 4 Para 048). • A Springer e-book collection had been purchased over the summer, comprising more than 700 titles in Business, Management, Economics and Finance. • The Short Term loan period had been extended to 24 hours. • The Bath Copies service (scanning/emailing printed items) was now free of charge. • Some new carpets had been laid in the Library and the toilets on Levels 2 and 3 had been refurbished (levels 4 and 5 to follow next year). • New learning spaces had been opened in response to a 'dip' in Library scores in the last NSS. Level 2 of the Library had been branded 'Learning Commons' and this 	

	<p>branding had been applied to other new study spaces: 6WS (currently 60 places but would increase to 90 with new furniture); 6E 2.8 to open soon (48 spaces); Manvers Street to open in the city centre Feb 2017 (130 spaces).</p> <p>The Chair invited Reps to let their DoS and Helen know about other new/improved facilities they would like, in the event of funds becoming available.</p> <p>The Chair asked Diana Moore, via the Secretary, to compile information on study spaces, "learning commons", etc. and how to use the room booking system. This to be provided to students and faculty – with the request that unit convenors and DoSs highlight this resource as pertinent to their students. The information be regularly revised and to keep track of available resources.</p> <p>Dana Lattouf asked if FYP room booking slots could be increased in length. To be followed up with Monia Mtar and included in the above.</p> <p>Helen Rhodes said the Library had 6 study rooms that could be booked for 2 hours.</p> <p>Karoline von Oppen said she would provide details of PoLIS rooms that could be booked by IMML students.</p>	<p>Reps</p> <p>Secretary /Diana Moore</p> <p>Secretary</p> <p>Karoline von Oppen</p>
005	<p>TERMS OF REFERENCE AND MEMBERSHIP (Papers 002 and 003)</p> <p>There were no comments or questions.</p>	
006	<p>RAISING ISSUES ON SSLC (Paper 004)</p> <p>There were no comments or questions.</p>	
007	<p>CHAIR'S BUSINESS</p> <p>The Chair said that the SSLC 'Terms' allowed for a Student Chair. Any Academic Rep wishing to do this (eg a final year with prior SSLC experience), should contact him or the Secretary.</p> <p>Owing to the amount of business at this first meeting, some important items (eg NSS) would be revisited at later meetings, with further opportunity for discussion.</p>	<p>Reps</p>
008	<p>ANNUAL REPORT (Paper 005)</p> <p>David Bence proposed acceptance of the Report for content/accuracy. Accepted <i>nem. con.</i></p>	
009	<p>UNIT EVALUATIONS 2015/6 (Papers 006 a, b and c)</p> <p>Philip Cooper said that the scores are used by Heads of Division for lecturers' Personal Development Planning, and for quality control within the School, e.g., by the Learning, Teaching and Quality Committee. He was required to investigate any units with an 'overall satisfaction' score below a required threshold. Up to 2014/5 this was 3.5; from 2015/6 onwards it had been raised to 3.7.</p> <p>Starting from the current semester, every School/Faculty must comment on its evaluations and feedback. A global Moodle page would be set up for each unit convenor to post a summary of scores and qualitative data.</p> <p>Paper 6c comprised a report for each semester (Semester 2 had not yet gone to SLTQC as a few responses were still awaited). In Semester 1, 14% of MN units had fallen below the required threshold and 17% in Semester 2, some marginally. Improvements could often be made by amending content or delivery, for example in units where students had differing mathematical abilities.</p> <p>Unfortunately, several units did not meet the 30% student response rate required by University quality standards for 'data usability'. The Chair asked Reps to help increase rates – and set a target for the current year for most units to show at least a 50% unit evaluation response rate. Lesser-satisfied students appear more likely to submit responses, but for a balanced view it is crucial that more (including more satisfied) students also submit. Evaluation results are taken very seriously, up to Dean level, and lead to adjustments being made – and it is important that these are the right adjustments.</p>	<p>Reps</p>

010	<p>ANNUAL MONITORING OF UNDERGRADUATE PROGRAMMES</p> <p>Jens Roehrich said that all UG programmes were monitored each year, raising key issues and obtaining student feedback. He had emailed last year's Reps asking them for issues to address. The Chair said that External Examiners' Reports and NSS data were also used; and that student involvement is crucial.</p>	
011	<p>NATIONAL STUDENT SURVEY 2016</p> <p>The Chair said that GIMML and SPIMML had achieved 100% satisfaction, and FIMML 90% - thanks to previous and incoming DoSs Lynda Porter and Karoline von Oppen. BBA had maintained 94% satisfaction. The BAF score of below 90% (for both programme versions) had to be addressed. Issues included feedback (usefulness/timeliness), assessments (nature/mix/load), optional unit choice support and library space. Response rates were again vital for an accurate picture - Reps to encourage peers to complete the 2017 survey.</p> <p>The Chair reiterated the importance of all students feeding back about their experience (unit evaluations, raising issues with DoS/lecturers, NSS); and stressed the role feedback in helping to build up (rather than put down) our programmes, School and University. David Bence was concerned that feedback 'fatigue' could result, especially given the number of feedback requests. The Chair asked Reps to seek comments from their cohorts and pass any information to the Secretary.</p>	<p>Finalist Reps</p> <p>Reps</p>
012	<p>CHANGES TO PROGRAMME AND UNITS - Standing item (Paper 007)</p> <p>Philip Cooper said the 4 changes were for noting only, since they had gone through the consultation process.</p>	
013	<p>UNIT CHANGE DEADLINE</p> <p>David Bence reported that a small number of BAF students had tried to change units post-deadline, and had been unable to. He said the University deadline (Wednesday of Week 1) gave rise to some issues: for example, students inevitably 'tasted' lectures at the start of the week but could not do so towards the end. If we were going to allow 'tasting', perhaps the deadline should be at the end of Week 1, if not it should perhaps be the end of Week 0. The Chair said that unit changes issues engendered strong feelings and the system must be fair to all. The School had therefore decided to extend the Semester 1 deadline this year to 8 pm on Friday in Week 1 (Years 3/4 only). Harry Cobbold said that students had been grateful.</p> <p>Points made by the Membership:</p> <ul style="list-style-type: none"> • An official 'taster week' would have a major impact on timetabling and load planning; the deadline was there to minimise problems. • Extending the deadline would mean more sampling/changing. • Students should be encouraged to think ahead and should have access to more information on units – possibly including a Panopto of each 'first lecture' on Moodle. David Bence had discussed this with Paul Pinkney (E-learning Officer) but access was an issue. Philip Cooper said Paul was working on the 'open- access' Moodle course for feedback responses, so it might be possible use a similar facility to post say 20 'key recordings'. <p>David Bence to collate the above issues for further progress.</p>	<p>David Bence</p>
014	<p>INDUCTION</p> <p>Eliza Shaw thanked everyone who had completed the Induction Survey, due to close later that day. Some changes had been made to events, particularly 'Big Team Challenge'. As well as analysing the survey data, follow-up focus groups would be run. Any comments could still be fed back to Eliza.</p>	<p>All/SEO's</p>

015	<p>ANY OTHER BUSINESS</p> <p><u>BBA Housing:</u> Sarah Jones was speaking to Eliza Shaw and BBA3 Reps about planning a BBA housing 'get-together' event. BBA4's on Exchange were also experiencing problems with housing for semester 2. She and the BBAs were grateful for a deadline having been moved regarding confirmation of a student's place on Academic Exchange.</p> <p><u>Offer-Holder Open Days 2017:</u> Diana Moore had provided a summary. Six events between 8 February and 5 April, comprising 4 single-programme events and 3 for all programmes (one a Saturday - 11 March). Diana would soon send a request for Student Helpers, who would be asked to complete a form at Reception and answer a few questions. Training would be provided by the School and the central open day team. First years living on campus would be asked about showing their rooms (subject to completing a form and obtaining signed consent from their flatmates).</p> <p><u>BBA3 lecture capture:</u> Harry Cobbold asked if the School could increase Panopto recordings, particularly for BBA3 attending placement interviews. The Chair said there were arguments for and against, but it would be useful in this case. Sarah Jones to follow up.</p> <p><u>Academic Rep contact:</u> Keiran Shergill asked how Reps could best contact their cohorts. The Chair advised them to speak to their DoS. Philippe Cheng said there is a Facebook group and the Secretary said students had used Moodle – but she recommended Reps to check with the Students' Union. The Chair asked Reps to keep their DoS up to date regarding how they were handling cohort contact.</p>	<p>Sarah Jones/Eliza Shaw/BBA 3 Reps</p> <p>Sarah Jones</p> <p>Reps</p>
	<p>DATE OF NEXT MEETING</p> <p>Wed 14 December. Meetings in 2017: Mon 13 February and Thurs 27 April.</p>	