

041	<p>UNIT EVALUATIONS, SEMESTER 1 2014/5 – Interim Report (Paper 024)</p> <p>Richard Kamm said the Interim Report had been compiled so that actions from Semester 1 unit evaluations could be presented to the final 2014/5 UGSSLC meeting. In line with usual practice, the actions had been carried out in collaboration with the Dean and Heads of Group. He had yet to meet with the Head of Group for Organisational studies, who had been off sick. A paper covering the whole academic year would be presented at the first meeting of 2015/6 UGSSLC.</p>	
042	<p>OPEN DAY UPDATE</p> <p>Diana Moore said that 10 offer-holder open days had taken place so far, with 2 remaining. She thanked the student helpers for their excellent campus tours. The additional provision of lunches had been well received by the visitors. Numbers attending had reduced slightly over the last few weeks. A feedback survey was carried out after each event and results would be collated.</p> <p>Next year, it was likely that at least one Spring open day would be on a Saturday, perhaps covering all programmes. Some adjustments to content and locations would be required. Max Teichert said that open day visitors preferred to see a busy campus, which was less likely on a Saturday. Nick Kinnie said that the probable involvement of several departments would help.</p>	
043	<p>INDUCTION SURVEY (Paper 025)</p> <p>Nick Kinnie talked the Membership through the Paper, in the absence of Eliza Shaw who had compiled it. The feedback had generally been very positive. One area still requiring improvement was the way new students were introduced to their personal tutors. Various formats had been tried in the past, but none was ideal and the event still needed discussion/improvement. The following points arose from discussion:</p> <ul style="list-style-type: none"> • The marquee worked well, but students did not always know where to go within it. It also became very crowded, and difficult for students and tutors to find each other. • The event could be split over 2 days, but momentum would be lost. Currently, the tutor/tutee meeting often followed on from another main session, which encouraged attendance. • There was nowhere on campus to equal the size of the marquee. <p>(Continuation of this discussion area under 045 below).</p>	
044	<p>ANNUAL REVIEW OF THE FEEDBACK POLICY (Paper 026 a and b)</p> <p>Nick Kinnie said that the Policy was mostly guided by the University rules. The School was aware its implementation could be improved. He asked for any responses to the Paper to be put forward by the Membership.</p>	All
045	<p>ANNUAL REVIEW OF THE PERSONAL TUTOR SYSTEM (Paper 027)</p> <p>The Senior Tutor, Dr Margaret Greenwood, said there had been much activity to improve the Personal Tutor system. However, the University Survey on Personal Tutors showed the School's performance had been poor compared to the University as a whole. Nick Kinnie asked the Membership why this might be, since it was difficult to tell from the qualitative data. Suggestions included:</p> <ul style="list-style-type: none"> • The survey questions do not necessarily reflect the School of Management provision, such as the support and experience offered by Student Experience Officers. The way the questions were formulated may have also caused confusion. • Isla Fisher said the Policy was strong, but the implementation needed improving, especially as provision and support often reduced after Year 1. 	

	<ul style="list-style-type: none"> The difference between the Student Experience Officer and Personal Tutor role was not made clear. <p>There was further discussion, following on from 045 above:</p> <ul style="list-style-type: none"> Margaret Greenwood mentioned a proposal to move the Meeting Tutors event to 2 weeks later, to avoid 'information overload' in Induction week. Introducing a 'standard performance' benchmark might reduce variation between personal tutors. Lack of contact from some tutors was a problem. Personal tutor 're-allocations', owing to staff leaving, caused some students to have several PTs during their time at University. It was important for information on PT changes to be communicated clearly to students, and if they had forgotten their PT's name it should be easy for them to check. Students could feed back their views on the PT system via the Annual Survey, where it was now possible to identify poorly-performing tutors by name. It was suggested that, rather than having a formal introductory session, Personal Tutors could email their tutees at the start of term inviting them to meet. Zeynep Yalabik said she had found low response rates from such invitations, which the Academic Reps felt was disappointing. On balance, it was thought preferable to have a 'scheduled' activity at least for the initial meeting. 	
046	<p>FINALIST CELEBRATIONS/PRIZE GIVING 1.07.15</p> <p>Nick Kinnie said that the 'graduation marquee' would be in Victoria Park this year. This would add prestige and be more convenient. Diana Moore was co-ordinating the organisation of the celebration events.</p>	
047	<p>UGSSLC ANNUAL REPORT 2014/5</p> <p>The Secretary said that the Annual Report of the School's UGSSLC activities 2014/5 had to be submitted to the Students' Union by the end of June. It would summarise items raised and actions taken, highlighting examples of best practice. She would liaise with the Chair and Nick Kinnie to compile the Report, which would be presented to the Membership in due course.</p>	Secretary
048	<p>ANY OTHER BUSINESS</p> <p>Jane Hill thanked all those who had participated in the recent online Library Survey (Meeting 3, para 034).</p>	
049	<p>DATE OF NEXT MEETING</p> <p>As this was the last Meeting of 2014/5, the Chair thanked everyone for their support over the year, and was thanked in turn by Nick Kinnie for his own contribution. There was no further business and the meeting closed at 2:10 pm.</p>	