



Meeting: SCHOOL OF MANAGEMENT
LEARNING, TEACHING AND QUALITY COMMITTEE

Date and Time: Wednesday 03 December 2025, 14.15pm

Venue: Remote using MS Office TEAMS

Present:

Dr T WAKELEY (Chair)
Mr D BARKER
Mr I CRAWFORD
Mr D DALY
Dr B DUNCOMBE
Dr J ELLIS-BRUSH
Prof G ERDOGAN
Ms M FOUND
Prof R JACKSON, item 289 to 297
Mrs C MARTIN
Mr D SADARANGANI (PG student representative)
Ms K SINGH (UG student representative)

In Attendance:

Mrs L BARNES, secretary to the meeting
Mrs A BEVAN
Ms K ELLIOTT
Prof R KAMM
Dr L STUBBS
Dr B YALABIK

Apologies were received from:

Dr I PYRKO
Mr M WILLIS

NB No Sabbatical Officers had been allocated to the School at the time of this meeting.

ACTION

Part I Business

287 Declarations of Interest

There were no declared conflicts of interests.

288 Minutes of Previous Meeting

The minutes of the meeting of the Committee held on 15 October 2025 (Paper SLTQC25/26-032) were amended. Minute 275 was amended to

include the sentence 'Dr. DUNCOMBE will ensure that you are appropriately connected with the relevant colleagues' regarding the review of QA37.

[Prof R JACKSON joined the meeting.]

289 Matters Arising

Item 275): Chair's Action was undertaken. More details are given in minute 295a and 295b. The Chair noted that Courses and Partnerships Approval Committee (CPAC) had approved the UG exchanges.

Item 276) Chair's Action was undertaken. More details are given in minute 295c. The Chair noted that CPAC had not approved the MBA exchange and had asked for greater clarity on some issues. The committee members suggested that it would be desirable if these clarifications could be agreed by Chair's Action and that this could be carried out before students made their options choices in January. It was noted that the Chair would speak to the Chair of CPAC for confirmation about timings for the Chair's Action.

Item 277) The Committee received the updated coursework submission cover sheet (Paper SLTQC25/26-033). Prof KAMM noted that although the coursework submission form had been updated, it needed further amendments to the student declaration. It was noted that the coversheet was to be used by all students within the School of Management. Mr SADARANGANI and Ms SINGH confirmed they were satisfied with the cover sheet.

AGREED: Prof KAMM to amend the student declaration on the coursework coversheet.

RK

290 Chair's Business

The Chair welcomed the student representatives.

The Chair noted that colleagues in the School were involved in preparing documentation for the AACSB accreditation.

The Chair also noted that the University was in support of plans to close the loop for feedback. The Committee noted that a new working group had been established to focus on intended learning outcomes.

The Chair noted that the recent Education and Student Experience Forum had taken place and was very informative. It had outlined overarching plans including Inclusive Education developments. The Committee was encouraged to watch the recording.

291 Education Action Plan (EAP)

The Chair reminded the Committee that in the School the Director of Teaching Undergraduate and the Director of Teaching Postgraduate are responsible for updating the EAP.

The Director of Teaching Undergraduate gave a verbal update. The Committee noted that feedback was an important issue and that students had been made aware of the Feedback Centre on Moodle. The Committee

noted that colleagues were preparing to inform students about NSS. This was the first time the final year had been taught following Curriculum Transformation on undergraduate courses. Data would be collected over the next few weeks with the Online Unit Evaluations central in identifying any issues.

Mrs BEVAN noted that the Education Action Plan logged all actions and the Director of Teaching Undergraduate and the Director of Teaching Postgraduate are revisiting it regularly. The Committee noted that it included actions for closing the feedback loop.

Mrs BEVAN also noted that Undergraduate Student Experience Officers were collating feedback from cohorts to see the overall picture. Information would also be gathered from MSc and MBA Student Experience Officers.

The Director of Teaching Undergraduate noted that he had been involved in Degree Scheme Reviews in other Faculties. The School would be involved in Degree Scheme Reviews in the future.

The Chair noted that Directors of Studies had emailed final year students responding to feedback to 'close the feedback loop'. A copy of this had been provided for the Policy and Programmes Manager (Education and Student Experience) who was satisfied with the actions that the School had taken.

The Committee discussed the best way to disseminate the Education Action Plan for the purpose of the School Teaching and Learning Committee meetings. It was noted that ensuring the document or an extract is accessible for viewing is important to allow proper review and analysis. Dr DUNCOMBE suggested requesting access for members. If this was not possible, then it was suggested that it could be downloaded to enable members to view the latest updates. The Chair agreed that this would be helpful.

AGREED: Mrs BARNES to request access to the Education Action Plan for members of the Committee.

Sec

292 Matters for online Postgraduate course

The Committee received proposed changes to three online MSc Business Analytics units as detailed in the summary report (Paper SLTQC25/26-034).

The Chair noted that all of these were assessment changes.

Dr DUNCOMBE expressed a concern that students needed to be informed of these changes before starting the unit. Mrs BARNES and Ms ELLIOTT confirmed that advice had been sought from a colleague in Academic Quality Standards. Verbal confirmation had been given that students would be informed prior to choosing the unit.

Prof Kamm noted that it was difficult to organise group work online. The Committee noted that the online MSc is designed to be studied at the students' own pace.

The Chair noted that removing assessments was a positive move.

Dr DUNCOMBE queried the reason for removing the two 5% assessments for MN500770 due to scaling. Prof ERDOGAN explained that the Board of

Examiners for Units recommended that action be taken sooner rather than later to address the issue of an inflation in marks. The average mark was high, and it was a small cohort.

The Committee approved the changes subject to confirmation that students would be informed of the assessment changes before choosing the units.

AGREED: Subject to written confirmation that students would be informed in advance of choosing the units, the changes were approved.

Sec

293 Undergraduate generic marking scheme

The Committee received proposed changes to the Undergraduate Marking Scheme (Paper SLTQC25/26-035).

Dr YALABIK noted that these changes were being proposed to align with the descriptors from the Office for Students and had been requested by the Centre for Learning and Teaching (CLT).

Descriptive terms such as 'good' or 'very good' would be replaced with more precise language, such as 'exceptional' or 'advanced'. It was noted that this was being proposed for level 5/6 first before level 4 and PGT.

Prof KAMM noted that the wording used for marks in the 40s reflects threshold standards and highlighted that further work is required to clarify the vocabulary used at this lower end of the scale.

The Chair queried the role of the generic marking scheme and how it was being utilised.

Dr Yalabik agreed that words would need defining especially given the versatility of the topics taught in the School. Mr DALY noted that certain terminology, such as 'convincing understanding', requires clarification at the Unit Convenor level. It was noted that the wording used such as 'advanced' and 'exceptional' could be switched around.

The Committee noted that CLT had also suggested that the descriptors for higher education qualifications (section A3.3 25 in the OFS sector recognised standards) should be appended to the generic marking scheme. Dr DUNCOMBE and Ms ELLIOTT both noted that this information would be more appropriately placed within the course specification and subject descriptors.

Ms ELLIOTT queried when any changes to the School's generic marking schemes might be implemented and how students would be consulted.

Prof KAMM noted the descriptors could be mapped onto the context of degrees. The Chair noted that the wording in section A3.3 25 of the OfS descriptor was explicit.

Dr DUNCOMBE noted that advice should be sought from colleagues in Academic Quality and Standards as it was a global understanding and the School should not work in isolation on this matter. The Chair agreed that this should be a central university decision.

The Committee noted that advice was needed from Academic Quality and Standards before proceeding further.

AGREED: Dr DUNCOMBE to seek advice from Academic Quality and Standards colleagues and liaise with Dr YALABIK and the Centre for Teaching and Learning prior to further consideration of how to incorporate the OfS descriptors into information provided to students.

BD, BY, KE

294 Faculty Representatives' Items

It was noted that Postgraduate Student Representatives had only recently been appointed. Mr SADARANGAN raised a query regarding student study spaces within the School of Management. It was noted that due to events taking place in the building it was difficult to find spaces to study between lectures. The Chair confirmed that the Director of Postgraduate Teaching was aware of this issue.

Mrs MARTIN noted that the School of Management building would remain open for weekends during peak study periods.

Ms SINGH agreed that study space was an issue. She noted that students were satisfied with the weekend openings.

Ms SINGH noted that students were in touch with the Student Experience Officers in the School and concerns raised at other meetings were being addressed.

Part II Business

There were not items under this section of the agenda.

Part III Business

295 Chair's Action

- a** The Committee noted Chair's Action taken to confirm adjustments to undergraduate student exchange proposals following the School Learning Teaching and Quality Committee meeting of 15 October 2025. (Paper SLTQC25/26-036).
- b** The Committee noted Chair's Action taken confirm to further adjustments to undergraduate exchange proposals for BSc International Management and BSc International Management and Modern Languages. (Paper SLTQC25/26-037).
- c** The Committee noted Chair's Action taken to confirm addition of detail to MBA exchange proposal to NEOMA. (Paper SLTQC25/26-038).

296 Committees

The Committee noted the minutes from the Education Advisory Board meeting of 15 September 2025 (Paper SLTQC25/26-039).

Part IV Business

297 Any Other Business

There was no other business.

The meeting concluded at 15:19 pm

Confirmed