

Meeting: SCHOOL OF MANAGEMENT
LEARNING, TEACHING AND QUALITY COMMITTEE

Date and Time: Wednesday 11 December 2024, 14:45pm

Venue: Remote using MS Office TEAMS

Present:

Dr T WAKELEY (Chair)
Dr B DUNCOMBE
Dr J ELLIS-BRUSH
Dr R HITIBANDARA
Prof R JACKSON
Prof R KAMM [items 179 – 185]
Mrs N MAHIL
Dr T MCLAREN
Dr L STUBBS [items 182 – 189]
Mr V TRIPATHI (Student Representative) [items 182 – 189]

In Attendance:

Ms K ELLIOTT, secretary to meeting.
Dr B YALABIK [items 179 – 186]
Ms F HARDING, for item 185

Apologies for absence were received from: Dr S GUSTAFSSON, Ms K WATTS, Prof I CRAWFORD

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

ACTION

Part I Business

179 Declaration of Interest

There were no declared conflicts of interests.

180 Minutes of Previous Meeting

The minutes of the meeting of the committee held on 16 October 2024 (Paper SLTQC24/25-016) were approved as a correct record.

181 Matters Arising

Item 164): the Chair noted that action plans that are being developed as part of the Education Action Plans will be presented to the January meeting of this Committee.

Item 165): the Chair has not yet been able to meet with the Student Representative to discuss subject coverage in undergraduate courses.

Item 169): the Committee noted that the conversation in EQSC had not indicated a review of the expectation that assessment feedback would normally be returned within 3 semester weeks of the deadline for submission. Noting the concerns about volume of work compared to the quality of the feedback that colleagues are able to provide, the School might wish to consider submitting exemption request. Such exemption requests would require a clear rationale on why certain units should be exempted. Currently the School is compliant with the requirement, ensuring that any unusual delays are conveyed to the students.

[Dr STUBBS and Mr TRIPATHI joined the meeting]

182 Chair's Business

The Chair noted recent confirmation from EQSC providing descriptions for the release of unagreed marks.

Currently the School provides feedback and provisional marks for coursework but retains examination information until after the marks have been agreed. All marks are formally released via SAMIS on the University release dates.

Members debated whether 100% course-work units should have unagreed marks released before the University release date. There were differing views on this, with some stating that releasing these early could be disruptive for students.

Members noted the importance of ensuring staff are available to support students when marks are released. Students can become anxious on the receipt of marks for a range of individual reasons. Whilst some students would be keen to have more information prior to their examinations, others find this distracting meaning that it is difficult to find a solution that fits all needs. The Committee noted that there is not an effective technical means for informing Academic Advisors of formative marks.

Members discussed mid-unit examinations for all year units, noting that currently these are released at the end of semester 2 (after the marks have been to a board of examiners and so have been agreed). The Chair noted a preference for releasing these to students after semester 1, as the aim is to provide formative feedback to students on how well they are understanding the subject area.

The Chair expressed his belief that it was actually beneficial to provide

students with information on their position in class as this can help them to understand their progress with the subject.

AGREED: The Chair and Director of Innovation in Pedagogy and Assessment to meet to discuss potential standard practice to be promoted to colleagues in the School.

Chair &
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183 Curriculum Transformation

The Committee noted that the School continues to roll out transformed courses, with work currently being undertaken to ensure final year undergraduate units are fully designed prior to running for the first time in 2025/26 session.

184 Feedback to students on examinations as a type of assessment.

The Committee discussed the provision of feedback on examination performance noting that some feedback is more focussed on whether students have answered questions correctly rather than offering suggestions on how to improve knowledge of the subject or the way in which to prepare for examinations.

The Committee confirmed that it would welcome the creation of guidance on good practice in the provision of examination feedback. The concept of “feed-forward” was discussed.

AGREED: Director of Innovation in Pedagogy and Assessment to send informal messaging to colleagues to invite them to trial feed-forward for examinations feedback where possible for the upcoming semester 1 assessments. Director of Innovation in Pedagogy and Assessment to provide a recommendation on formalising School expectations on what should be included in general examination feedback to a future meeting of the Committee.

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185 AACSB AOL progress

The Committee received comments from AACSB on self-evaluation documentation sent last year and noted criteria for interim report (Paper SLTQC24/25-017).

The Committee reviewed the accreditation interim report (Paper SLTQC24/25-018).

The Committee confirmed accuracy of information contained in the document with the exception that a statement about Staff Student Liaison Committees (SSLC) suggested that these were meeting more frequently than in previous sessions. This is not accurate, there are additional forums which are also being used to collate student views but there is not a higher volume of SSLC meetings.

AGREED: The Committee recommends the documentation to be submitted to the accrediting body, following the one correction noted above being made. A request was made for distribution of the AOL Champions’ role descriptor to

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appropriate colleagues.

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[Professor KAMM left the meeting]

186 Training on how to support students with mental health concerns

The Committee discussed support available to academics on the provision of support to students with mental health issues. Whilst such training has been provided previously through the DOS forum it was not known if this was still available.

AGREED: The Chair of DOS forum to be contacted to investigate whether specific training in this area could be provided to Directors of Studies. VK

[Dr YALABIK and Ms HARDING left the meeting.]

187 Faculty Representatives' Items

The Faculty Representative noted that some undergraduate students had stated they were concerned that they might struggle with the mathematical requirements of specific units on the courses. The Chair indicated that whilst students might assume that a high level of mathematical understanding was required this would not always be the case. BSc Accounting and Finance requires A' level mathematics as an entry criteria. For other courses the units taught in first year are designed with the knowledge that students might not have such a high understanding of mathematical approaches.

It was noted that whilst some students might struggle to apply what they already understand to new contexts, this is part of the learning and challenge required in higher education.

AGREED: Chair to meet with Student Representative to provide guidance on wording that can be provided to student body. Chair

Part II Business

There were not items under this section of the agenda.

Part III Business

188 Committees

The Committee noted minutes from range of University committees:

- Education Advisory Board September 2024 (paper SLTQC24/25-019).
- Student Experience Advisory Board October 2024 (paper SLTQC24/25-020).

Part IV Business

189 Any Other Business

The Committee discussed the purpose of engagement monitoring and how

this is used by the University to attempt to identify students who need support.
Issues with the current data sources were noted.

There was no other business.

The meeting concluded at 16:41pm

Confirmed