UNIVERSITY OF BATH

Minutes of Meeting

Meeting:	SCHOOL OF MANAGEMENT LEARNING, TEACHING AND QUALITY COMMITTEE
Date and Time:	Wednesday 13 December 2023, 14.15pm
Venue:	Remote using MS Office TEAMS

Present:
Dr R KAMM (Acting Chair)
Dr I CRAWFORD
Prof R JACKSON
Mrs N MAHIL
Dr T MCLAREN
Dr M SHULVER
Ms L STUBBS

In Attendance:
Ms K ELLIOTT, secretary to meeting.
Ms F HARDING; Dr B YALABIK; Dr M MTAR
Mrs L ALLOTT (for item 094)

Apologies for absence were received from: Dr S GUSTAFSSON, Dr T WAKELEY,
Dr J ELLIS-BRUSH, Mr K EVJENTH (UG Student Representative), Dr R HITIBANDARA

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

ACTION

Part I Business

089 Declaration of Interest

There were no declared conflicts of interests.

090 Minutes of Previous Meeting

The minutes of the meeting of the committee held on 4 October 2023 (Paper SLTQC23/24-011) were approved as a correct record.

091 Matters Arising

There were no matters arising.

092   Chair's Business

The Acting Chair noted that Dr WAKELEY was absent whilst is on sick leave – best wishes were sent for his speedy recovery.

093   Faculty Representatives' Items

No Faculty Representatives attended the meeting, so this item was cancelled.

[Lucie Allott attended the meeting for part of the discussion of the next item.]

094   AACSB Accreditation self-evaluation documentation

The Committee received accreditation documentation that had been prepared for submission to AACSB (Paper SLTQC23/24-012).

Members discussed the detail of the documentation, noting corrections or potentials for improvement.

The Committee noted the requirements of the Assurance of Learning process (as detailed in Chapter 5) confirming that the School would set its benchmark competency target at 90%. This is ambitious and will enable the School to continue its policy of continuous improvement on what are highly effective courses of study. Committee members noted the selected competencies for each course, the planned measures and timelines for review. Due to the conversion to CT-versions of our MSc courses revised measures would be needed from next session. The review timeline was based on assumptions about the emerging designs for University-wide course level review.

Suggestions for improvement of the documentation:
- Include more information on development of academic staff in Chapter 1 (Strategy)
- When the document discusses content on undergraduate courses the examples are predominately from the BSc Business. Including examples from other courses would highlight the portfolio of courses that we run.
- Examples of courses and units that could be used to illustrate experiential learning, engagement with stakeholders, employability and international engagement were suggested.
- Within Chapter 2 (Facilities and Physical Resources) highlight how teaching space and the technology within improves the learning experience.
- Chapter 3 (Staff Resources) is quite descriptive in nature.
- Chapter 4 (Curriculum) potential to include examples of courses and units that illustrate engagement with external stakeholders and coverage of contemporary topics.
- Potential to include how we are seeking to address digital poverty – for example, free access to software.
- Potential to add information on Office for Students when discussing continuation rates in Chapter 6 (Learner Progression).
- In Chapter 7 (Teaching Effectiveness) more could be made about the School's development activities for academics. Use of unit evaluations as a measure of effectiveness does not meet the AACSB standard requirements (which are not about satisfaction, but rather about

achievement of competencies).

Grammar and typing errors identified prior to the meeting had been sent to the document editors. Committee members highlighted the following additional corrections:

- Within table 4.1.2 some of the examples given are not accurate (e.g. not all undergraduate courses have year-long projects). Suggestions for alternative examples were made.
- Page 42 whilst BSc International Management with Modern Languages was unique in its approach of integrating teaching on languages and management for several decades, this is no longer the case.
- Page 45 some of the unit information provided is out of date.
- Page 48 students on BSc International Management undertake a year abroad, this can be a combination of work placement and study exchange.
- Page 50 units listed are only available to BSc Business.
- Potential inaccuracies in MBA unit information to be reviewed outside of the meeting.
- The Head of MSc provided some minor corrections to Chapter 6.
- On page 115 in Chapter 8 (Research) note that postgraduate taught students who undertake independent study (such as dissertations) are also required to complete the ethics review.
- Correct the units used within Appendices 2.1 and 2.2.

Review of the documentation prompted discussions about staff workload with respect to time needed to develop experiential learning activities. The Committee also noted that, whilst appreciating the facilities provided by the new building, students continue to request that empty staff space be converted into study space. These discussion will be referred back to the Dean and Deputy Dean for further consideration within the School.

AGREED: The Committee was happy to confirm the accuracy of departmental information, other than a few corrections on details about units. Notes on suggested improvements to be considered by those editing the document. An updated version to be provided prior to submission to CPAC (for review of University level details). Sec

[Lucie Allott left the meeting.]

095   **CMI Accreditation submission**

The Committee received accreditation documentation that had been prepared for submission to CMI (Paper SLTQC23/24-013).

AGREED: The Committee confirmed the accuracy of departmental information prior to submission to CPAC (to review University level details). Sec

Part II Business

There were no items under this part of the agenda.

096   Committees

The Committee received minutes from range of University committees:
- Education Advisory Board September and November 2023 (Papers SLTQC23/24-014 & 015).
- Student Experience Advisory Board September and November 2023 (Papers SLTQC23/24-016 & 017).

097   Any Other Business

There was no other business.

The meeting concluded at 15:57pm