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Meeting: SCHOOL OF MANAGEMENT  
LEARNING, TEACHING AND QUALITY COMMITTEE

Date and Time: Wednesday 19 June 2024, 14:15pm

Venue: Remote using MS Office TEAMS

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**Present:**

Dr T WAKELEY (Chair)  
Dr J ELLIS-BRUSH  
Mr K EVJENTH (Student representative)  
Dr S GUSTAFSSON  
Prof R JACKSON  
Prof R KAMM  
Mrs N MAHIL  
Dr T MCLAREN  
Dr L STUBBS  
Ms K WATTS

**In Attendance:**

Ms K ELLIOTT, secretary to meeting.  
Dr B YALABIK  
Dr M MTAR  
Ms G SPARDING (items 145-151)  
Ms F HARDING  
Ms B WILLIAMS

**Apologies for absence were received from:** Dr I CRAWFORD

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

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**ACTION**

**Part I Business**

**145 Declaration of Interest**

There were no declared conflicts of interests.

**146 Minutes of Previous Meeting**

The minutes of the meeting of the committee held on 8 May 2024 (Papers

SLTQC23/24-141 and 142) were approved as a correct record.

#### **147 Matters Arising**

130): Updates to documents for MRes CT, as recommend by SLTQC, have now been signed off by the Chair. Updates to the IPhD specification are still being worked on for submission to go to Board of Studies.

133): Documents for MBA CT have been circulated electronically, majority have responded but the School is still awaiting comments from Registry.

#### **148 Chair's Business**

The Chair noted that the University had commenced a review of the IMC process.

#### **149 Quality Priorities for consideration during 2024/5**

The Committee discussed potential quality areas to be recommended for priority consideration by EQSC next session (Paper SLTQC23/24-143).

- Planning for periodic review of courses of study
- Updates to QA16 on assessments
- Standards for on-line delivery
- Review of QA4 with regard to making changes to units and courses
- Regulation 17 relating to academic appeals but also to encompass alternative processes such as IMCs and special schemes of study.

**AGREED:** The full list to be forwarded for consideration by EQSC.

Sec

#### **150 Proposed amendments to QA33 Personal Tutoring**

The Committee received information on proposed changes to QA33 Personal Tutoring, including new requirement for SLTQC to receive an annual report (Paper SLTQC23/24-144).

Committee members noted the new role title and clarification of purpose of role. Dr MTAR noted that there would be a push to improve consistency with regard to the number of meetings held with tutees, with clear guidance on escalation procedures should students not attend. She noted that the School has a team system for its postgraduate students, consisting of Directors of Studies and Student Experience Officers. This is unique in the University. The Chair highlighted that the School has a larger provision of Student Experience Officers than other sections of the University.

A member noted that there had been low take up, so far, of the mandatory training. It was noted that the Dean of the School had recently sent colleagues a reminder to sign-up to undertake the training.

Dr MCLAREN commented that the role profile (section 10) indicates that there will be a requirement to write references. She suggested that it may not be possible to write a full reference for all students when students have not attended any meetings. She suggested a clarification that the reference might have to be factual, about attendance on the course of study and information

on the student's progression performance.

Overall the view was that revisions to QA33 provide helpful role clarification.

**AGREED:** Chair to consider whether to develop a proforma indicating what should be covered in meetings with tutees.

Chair

## 151 Proposed Department Education Action Plans process

The Committee discussed proposed new process for Department/School Education Action Plans (Paper SLTQC23/24-145).

Ms SPARDING described how the proposal has been made in response to lessons learnt after the reports received during the current session. The proposal for future sessions is for each Department/the School to have one single, continuously updated, action plan. Information can be added as the School undertakes analysis against specific data sets. The required annual report would be a snapshot in time describing the current position with regard to progress on the action plan. The hope was that this would facilitate the current practice of many academic sections who already use continuous review.

Dr MTAR noted that she was concerned that by limiting the information that the action plan is based on key aspects of learning provision might be missed. Ms SPARDING indicated that the next phase was to consult with academic sections on the nature of the data sets that they wished to base their analysis on. Dr MACLAREN noted that her previous experience, in another institution, of the use of continuous monitoring tools had been favourable. She indicated that Graduate Outcomes should be included in the datasets.

[Ms SPARDING left]

## 152 School's Group Assessment processes

The Committee discussed potential changes to the School's processes for Group Assessments (Paper SLTQC23/24-146).

Dr YALABIK highlighted the main recommendations arising from the research and facilitation session undertaken through 2023/24:

- For any group assessments, require use of Group contract and Group log.
- Remove 2-week deadline before assignment submission for notification of known unequal contribution.
- Cap group size to 4 students in a group, exceptions would be project units.
- Remove use of existing unequal contribution formula.
- Any adjustments to individual marks should not raise a mark across a grade boundary.

Members of the Committee had differing views on some aspects of the recommendations.

The majority were in favour of withdrawal of the current formula noting that unit convenors are adjusting when the outcome seems dis-proportionate. One member felt that it was not helpful to have no guidance on how to adjust marks due to unequal contribution, however other members felt that this should be left to academic judgement.

There were very different views with regard to the group size limit. Mr EVJENTH, the student representative, described the challenges of working in larger groups and the impact this has on the student experience. He highlighted that there was not sufficient time within one semester to work out all team interaction issues. The student body had a strong preference for a limit on group size. Other members expressed a strong objection to restricting the group size to four, feeling that the size should depend on the nature of the assignment. It was suggested that, as individuals have different skills, knowledge, behavioural traits and ways of working, having more students in the group can be beneficial. Current MBA practice is to have groups of six students, with a lot of skills support about group dynamics provided through the course.

Members also debated the removal of the deadline for students to notify the unit convenor of issues. Whilst recognising that issues can and do arise shortly prior to submission, some members of the committee were concerned that unit convenors might receive lots of requests around the submission date and that this would take time away from the period allocated to complete marking.

**AGREED:** Given the ongoing differences of opinion, it was agreed that an adjustment to the proposal with regard to group size would be drafted and circulated for members to consider.

BY

**AGREED:** Final version of proposal to be written up as a practice guide for use in 2024/25 session. The Committee can return to this to see if elements need to be revisited based on the experience of implementation.

BY

[Secretary's note: deadline for publication in staff and students' handbooks was provided outside of the meeting.]

**153 School's Feedback policy**

*Consideration of this item to be deferred to a future meeting due to lack of time.*

**154 School processes for supporting students to appropriately reference assessments.**

*Consideration of this item to be deferred to a future meeting due to lack of time.*

**155 Units for long-term archiving**

*Consideration of this item to be deferred to a future meeting due to lack of time.*

## 156 Matters by Postgraduate Taught Course

The Committee considered changes to PGT courses and units for 2024/25 and 2025/26 session (Paper SLTQC23/24-150).

Revisions to ME52050 Leadership and professional skills development, for 2024/25, including redistributing of weighting across assessments.

Redesign of MSc Operations, Logistics and Supply Chain Management course, for 2025/26, to include the option of taking an internship in the summer. Also removal of core unit on accounting and introduction of a replacement core unit "Analytical Techniques for Problem Solving"

**AGREED:** Changes to units and course approved.

Sec

## 157 Matters by Undergraduate Course

The Committee considered changes to UG units for 2024/25 and 2025/26 session (Paper SLTQC23/24-151).

Series of year 1 unit updates, the following relate to assessment changes:

- MN12007 from group to individual for 2<sup>nd</sup> assessment.
- MN12009, MN12011, MN12217 addition of assessment part way through the year to provide feedback to students on their understanding of the topic.
- MN12012, MN12220, MN12015 equal split of assessments between accounting and finance.

A more substantive set of changes for year 1 unit MN12005 were proposed as the current design is too unwieldy creating delivery issues. Changes consist of a rationalisation of content, timetabling arrangements and assessments. Some concerns raised (mixed views) by students with regard to the removal of group work and presentations. Members of the Committee noted that scaffolding of skills in relation to presentation and group work is essential. The Chair noted that he was confident that there would be opportunities for students to gain experience of presentations and group work in other parts of the courses.

Introduction of an extra option for BSc Business year 3 transition students, as the transition from pre-CT to CT course had resulted in a reduced option choice list. Addition of Brand Management for 2024/5 session only. Students had expressed a preference for this topic when consulted during the option choice period.

Two final year unit template updates, corrections to original CT documentation submitted in June 2022. MN32209 redistribution of weighting, MN32200 updated content, UILOs and clarification of assessment type.

Confirmation of the addition of requisite details to enable BSc International Management and Modern Languages students to take specific final year units: MN32201, MN32188, MN32199.

**AGREED:** Changes to units approved, subject to Director of Studies ensuring

appropriate preparation on presentations and group work included in the courses.

**158 Faculty Representatives' Items**

There were no items from the Faculty Representative.

**Part II Business**

*There were no items under this part of the agenda.*

**Part III Business**

**159 Information from University bodies**

The Committee noted minutes from Student Experience Advisory Board, 8 May 2024 (paper SLTQC23/24-152).

**Part IV Business**

**160 Any Other Business**

There was no other business.

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The meeting concluded at 16:57pm

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