UNIVERSITY OF BATH

Minutes of Meeting

Meeting:	SCHOOL OF MANAGEMENT LEARNING, TEACHING AND QUALITY COMMITTEE
Date and Time:	Wednesday 27 March 2024, 14.15pm
Venue:	Remote using MS Office TEAMS

Present:
Dr T WAKELEY (Chair)
Dr J ELLIS-BRUSH (for items 110 to 117)
Mr K EVJENTH (UG Student Representative: for items 110 to 115)
Dr S GUSTAFSSON
Dr R HITIBANDARA (for item 120 only)
Prof R JACKSON
Dr R KAMM
Mrs N MAHIL
Dr T MCLAREN

In Attendance:
Ms K ELLIOTT, secretary to meeting.
Ms F HARDING
Dr M MTAR
Mr S ATHEY (for items 110 to 1150
Ms N HODGSON

Apologies for absence were received from: Ms L STUBBS, Dr M SHULVER, Mr A FAHEEM (PGT Student Representative)

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

ACTION

Part I Business

110 Declaration of Interest

There were no declared conflicts of interests.

111 Minutes of Previous Meeting

The minutes of the meeting of the committee held on 24 January 2024 (Paper SLTQC23/24-029) were approved as a correct record.

112   Matters Arising

There were no matters arising.

113   Chair's Business

The Chair noted that the School expect to stop using Inspera to run on-line examinations from the next academic session. This is due to academic integrity issues. The Chair noted that the University is considering the future of digital assessments especially with regard to investing in resources to support such assessments.

114   Curriculum Transformation

The Chair noted that the School was looking to streamline timetabling considerations based on lessons learnt from the current running of team taught first year units.

The Committee was informed that undergraduates will be making option choices shortly after Easter and work has been done to ensure students understand which final year units will be available to them if they select specific second year units.

The Committee was informed that the School's MRes and MBA courses would be reviewed under the Curriculum Transformation (CT) at the next meeting.

115   Quality Priorities 2024/25

The Head of Academic Quality and Standards described the revised terms of reference for the Education, Quality and Standards Committee (EQSC) which will now focus on assurance matters including assessing risks and seeking approval for changes to mitigate those risks.

The University will be seeking to evidence its compliance with Office for Students conditions and EQSC will oversee this work. However, in addition to this task the committee hopes to have an enhancement focus. In relation to the latter, Faculties and the School are being asked to suggest quality process or policy areas that they would like to see prioritised for review.

A member of the Committee asked for a summary of the points covered to be circulated to members to inform the discussion on potential priority areas, Mr ATHEY agreed to provide this.

AGREED: Mr ATHEY to provide details on the future work of EQSC, and   Sec members to submit ideas for potential priority quality processes or policies for review.

[Mr S ATHEY and Mr K EVJENTH left the meeting.]

116   Education Annual Review and Enhancement Report

The Committee discussed the School's annual report on potential learning and teaching areas needing review. The Director of Student Engagement and Experience presented information to the committee:

- From NSS data indications are that undergraduate students are mainly satisfied with the School's courses. Areas for potential further work include assessment and feedback, especially how useful students find feedback, and how we respond to the student voice. It was noted that sometimes students' requests for feedback increase the more that is provided to them and so there is also a need to manage expectations.
- From PTES data it was noted that response rates for on-line courses is extremely low. The University is considering alternative ways of gathering the view of students from these courses.
- PTES response rates were better for on-campus postgraduate courses. The responses suggest strong levels of satisfaction. It was noted that the School is running redesigned (Curriculum Transformed) courses this session.
- From continuation and graduation data it is clear that the School has extremely high outcomes and employment rates. A slight dip in undergraduate continuation coincided with the lock-downs due to the Covid epidemic. The data for PGT relates to home students only. As the School's postgraduate provision is strongly international the School is planning to run its own surveys to gain more information from these graduands.
- Risks identified:
  - Evaluation of impact of redesign of courses, following University-wide Curriculum Transformation project.
  - Seek to increase agility with regard to making changes to taught units.
  - Seek ways to reduce pressures on academic staff.
  - Potential concerns about academic integrity, especially with regard to Artificial Intelligence.
  - Changing circumstances of students, due to health or well-being or financial pressures.
- Priorities:
  - Support work, being undertaken by Director of Innovation in Pedagogy and Assessment, to bring greater clarity to assessment instructions and feedback provision.
  - Evaluation of impact of redesign of courses.
  - Seek to find more cohort level feedback mechanisms, ensure close the loop to explain why specific decisions have been taken.
  - Evaluate employment readiness for all students on School courses (with particular focus on students who do not go on placement).
  - Reinforce assurance of provision for on-line courses.
  - Continuing roll-out of re-designed course (undergraduate year 2 onwards, and the MBA and MRes course in School).
  - For University as a whole: equality of access.

In response to a specific query on feedback on examination performance, the Director of Student Engagement and Experience commented that the School could provide further guidance to marking staff on the need to provide comprehensive generic feedback as practice can vary.

The Committee noted that the report provides the School with opportunities to

review a number of its current practices.

The Chair thanked Dr Monia MTAR for the thorough and thoughtful approach she has adopted in the production of the School's EARE report.

117 Changes to taught courses and unit for 2024/25

The Committee considered changes to School of Management postgraduate courses, and units, for 2024/5 session.

a Updates to specific units and course structures, for 2024/5 session (paper SLTQC23/24-031). The Committee received a range of change proposals:

MN52141 Supply Chain Analytics change of assessment taxonomy category to in-class test to enable the examination to take place outside of the examination period. This is to accommodate the use of excel.

ME52047 Creativity for Innovation change of assessment and general unit update. This unit is taught by Department of Mechanical Engineering for MSc in Innovation and Technology Management course. The Committee noted that concerns with potential bunching of assessments had been raised with the unit convenor who had informed the FLTQC in Engineering that these would be carefully monitored.

Changes to MSc Operations, Logistics and Supply Chain Management to remove an option for which students do not have necessary requisite, and to introduce two alternative options.

MN500762 Optimisation and MN500768 Heuristics, change of assessment to on-line MSc units to include formative assessments. MN500768 also includes a learning outcome update.

MN52120 Operations and Supply Chain Management change of assessment as requested by the receiving department, unit is provided to MSc Engineering Business Management.

Removing MN52112 Managing people in global organisations from option list for MSc Entrepreneurship and Management course as unit's focus is not appropriate for the course.

MN52112 Managing people in global organisations change of assessment from individual report to examination, a 30% group report remains unchanged.

MN52114 Managing Strategic Partnerships change of assessment from individual report to examination, a 20% group report remains unchanged.

MN50256 and MN50808 Business Analytics change of assessment taxonomy category from open book to closed book examination.

For MSc Business Analytics to change from early-adopter-versions of units to CT-versions, swapping two units (Project Management and Operations Management) and withdrawing the Independent Study option.

Bringing assessment information on early adopter unit MN50788 Business Management in-line with how currently being run, this is a service unit for MSc Sports Management.

AGREED: Changes approved for all except ME52047. For ME52047 the Committee confirmed that approval could be given on receipt of comments from the External Examiners.

Sec

[Dr J ELLIS-BRUSH left the meeting.]

b The Committee noted the creation of new intermediate finance unit in semester 2 for use by BSc International Management and Modern Languages course. This is a duplicate of MN20154 running in semester 1 for School's undergraduate courses (paper SLTQC23/24-032).

118   Faculty Representatives' Items

The Faculty Representative had left the meeting earlier to attend an applicants' visitor day, so this item was deferred.

Part II Business

There were no items under this part of the agenda.

Part III Business

119   Information from University bodies

a To note minutes from Education Advisory Board, 22 January 2024 (paper SLTQC23/24-033).

b To note minutes from Student Experience Advisory Board, 24 January 2024 (paper SLTQC23/24-034).

Part IV Business

[Dr R HITIBANDARA joined the meeting.]

120   Any Other Business

The Director of Student Engagement and Experience noted that recent conversations had revealed disagreement within the Accounting and Finance subject group with regard to whether to adjust assessments to meet the requirements of specific professional bodies. The Chair indicated that further discussions on this should be held by the subject group.

There was no other business.

The meeting concluded at 16:20pm