
Meeting: SCHOOL OF MANAGEMENT
LEARNING, TEACHING AND QUALITY COMMITTEE

Date and Time: Wednesday 4 October 2023, 14.15pm

Venue: Remote using MS Office TEAMS

Present:

Dr T WAKELEY (Chair)
Dr R HITIBANDARA
Prof R JACKSON
Dr R KAMM
Mrs N MAHIL
Ms L STUBBS

In Attendance:

Ms K ELLIOTT, secretary to meeting.
Ms F HARDING; Dr B YALABIK (for 076 to 082)

Apologies for absence were received from: Dr T MCLAREN, Dr M SHULVER, Dr J ELLIS-BRUSH,
Dr S GUSTAFSSON

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

ACTION

Part I Business

076 Declaration of Interest

There were no declared conflicts of interests.

077 Minutes of Previous Meeting

The minutes of the meeting of the committee held on 31 May 2023 (Paper SLTQC23/24-001) were approved as a correct record.

078 Matters Arising

069): The Director of Teaching UG was investigating potential mechanisms to support the School's undergraduate students with training in appropriate referencing. It was noted that the approach used for MSc students was unlikely to be scalable to the volumes of undergraduate students.

079 Chair's Business

- a** The Chair welcomed everyone to the first meeting of the session.
- b** The School is keen to continue to use Inspira to enable examinations to be taken using a computer, rather than requiring hand-written answers. However, given the University's current licence with Inspira expires in July 2023, the School is currently awaiting some decisions from the University.
- c** The Chair noted that the School's first Curriculum Transformed courses and units were commencing this week. Given the larger than anticipated intake of undergraduate first year students, there have been some issues with room sizes and some lectures are using overflow rooms (with video links).

The Committee discussed some approaches that might alleviate this situation in future sessions, such as splitting the teaching of units by course cohort or introducing on-line units (optional only) for future academic session. The School will be debating these ideas in strategic meetings.
- d** The Chair informed the Committee that the School would be redesigning the BSc Business and BSc Accounting and Finance with placement courses to reconsider the timing of outgoing exchange. The University has asked that the change come into effect for the 2025/6 intake.

080 Curriculum Transformation

The Committee was informed that MRes and MBA courses will go through Stages 2 and 3 approval processes during this academic session ready for intake in 2025/26. There is quite a lot of tidying up to do for years 2, 3 and 4 of undergraduate courses; colleagues will be approached to confirm changes ready for approval by January to enable correct information to be provided to students during the option choice period.

081 Director of Standards and Quality

Dr Richard KAMM described the work he was planning to cover as Director of Standards and Quality. His current focus is on course monitoring and review especially with regard to a process required by a potential accreditation body. He anticipates future priorities will focus on data that is used externally to review the School (e.g. by Office for Students) and revising the grade conversion from outgoing exchanges.

The School is planning to apply for AACSB accreditation. Assurance of Learning (AOL) is the process that AACSB expects institutions to adopt to illustrate confidence that students are achieving the outcomes set for them on specific courses of study. Dr KAMM provided some illustrations of how graduate outcomes could be measured as part of the AOL. He suggested that the School Learning, Teaching and Quality Committee act as the body which reviews steps in the AOL process e.g. measurement of achievement of the standards, action planning and closing the loop. Timings of these stages may depend on a separate, on-going, discussion with Registry about when the University will permit changes to be made to units of study in each

academic session.

The Chair queried whether it would be preferable to reduce the number of learning outcomes on a course. Dr KAMM indicated that this was not necessarily essential as the School could elect specific learning outcomes to use for AOL – the recommendation is to select 4 to 5 outcomes for AOL, currently the University allows courses to have up to 12 course learning outcomes.

Dr KAMM noted that the current School view is to set a target of 90% of students meeting or exceeding expectations on the selected outcomes. The accreditation process actively encourages the setting of a high target, as this provides some opportunity to find areas that can illustrate continuous improvement activity.

082 Director of Innovation in Pedagogy and Assessment

- a** Dr Baris YALABIK gave a quick introduction to the work he is doing as Director of Innovation in Pedagogy and Assessment. He is currently working to develop some guiding principles around assessments. One area being reviewed is how to support students when they engage in group-work assignments. A series of focus groups, with staff and also with students, will be undertaken in the next few months. It was hoped this could inform a review of the School's current unequal contribution practices.
- b** The current assessment guidelines for managing discussions of potential unequal contributions were provided to the Committee (Paper SLTQC23/24-002). The Chair noted a preference to wait for a meeting with student representatives present to discuss potential revisions to the current School practices. Dr YALABIK suggested that it could be possible to pilot new practice guidance within a few units. The Chair noted that it would be desirable for any revised practice to be fully transparent and therefore easy for students and staff to use.

083 Changes to units for 2024/25

The Committee discussed proposal from Department of Mechanical Engineering to change two units that are options on the MSc in Sustainability and Management course (SLTQC23/24 – 003).

The Committee noted that School colleagues had provided comments, including the School Assistant Registrar, Head of MSc Operations, Director of Studies and a member of the marketing team.

Committee members welcomed the proposed changes, indicating that a new title for one unit was much more appropriate. Overall the proposed changes provide useful improvements to the previous versions of the units.

The Committee recommends a review of the wording on unit template Project Management for Decarbonisation under assessment 1 "*Some of the work will be group assessed, and this may be weighted by peer evaluation*". The wording is vague and might be subject to misunderstanding.

Agreed: recommend to CPAC changes to two units as part of package of

changes for a new MSc course.

084 Faculty Representatives' Items

As there were no Faculty Representatives appointed in time for this meeting, this agenda item was withdrawn.

Part II Business

085 Committee membership and terms of reference

- a The terms of reference for the committee can be found at <https://www.bath.ac.uk/corporate-information/faculties-and-school-learning-teaching-and-quality-committees-terms-of-reference/>
- b The Committee received the membership list for the 2023/24 session (Paper SLTQC23/24-004), noting that there would be additions once information was obtained from Students' Union on Sabbatical Officer and Student Representation.

Part III Business

086 Chair's Action

- a The Committee noted Chair's Action given to process updates to documents for PGT curriculum transformation Phase 2 documents, correction of typos on course structures (Paper SLTQC23/24-005).
- b The Committee noted Chair's Action given to process updates to documents for PGT curriculum transformation Phase 2 documents, change timing of one assessment for unit MN52090 (Paper SLTQC23/24-006).
- c The Committee noted Chair's Action given to process update to unit provided to another Department MN50788 (Paper SLTQC23/24-007).

087 Committees

The Committee received minutes from range of University committees:

- Education Advisory Board May and July 2023 (Papers SLTQC23/24-008 & 009).
- Student Experience Advisory Board June 2023 (Paper SLTQC23/24-010).

Part III Business

088 Any Other Business

There was no other business.

The meeting concluded at 16:06pm
