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Meeting: SCHOOL OF MANAGEMENT  
EXTRAORDINARY MEETING OF  
LEARNING, TEACHING AND QUALITY COMMITTEE

Date and Time: Wednesday 8 May 2024, 14.15pm

Venue: Remote – via MS Office TEAMS

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**Present:**

Dr T WAKELEY (Chair)  
Prof A BURROWS (CPAC representative)  
Dr J ELLIS-BRUSH  
Mr K EVJENTH (Student representative)  
Mrs L HAYNES (CLT representative)  
Prof R JACKSON  
Dr R KAMM  
Ms I LE PATOUREL (Academic Registry representative)  
Mrs N MAHIL  
Dr T MCLAREN  
Dr S SHAW (CPAC representative)  
Dr L STUBBS

**In Attendance:**

Ms K ELLIOTT, secretary to meeting, School Assistant Registrar  
Ms B WILLIAMS, Project Management Quality of Learning  
Ms F HARDING, School Quality Administrator

**Apologies for absence were received from:** Mr A FAHEEM (Student representative)

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**ACTION**

**Part I Business**

**128 Declaration of Interest**

There were no declared conflicts of interests.

**129 Minutes of Previous special CT Meeting**

The minutes of the School Learning, Teaching and Quality committee special meeting held on the 10 April 2024 (Paper SLTQC23/24-128) were approved as a correct record.

**130 Matters Arising**

The secretary informed the Committee that updates to paperwork have been completed and will be passed to the Chair to sign-off.

Following consultation with Doctoral College, and confirmation of similar practice for other doctorates, Professor THOMPSON has confirmed that the School intends to continue with the current practice of the MRes being awarded to all candidates who pass, with those who go on to complete their PhD getting the award concurrently with the PhD award.

Professor BURROWS noted that SAMBA is about to move away from this model. Ms LE PATOUREL noted that either model is acceptable.

### **131 Purpose of meeting**

An extraordinary meeting, for the approval of Curriculum Transformation (CT) Phase 3 proposals for School of Management MBA courses to be implemented from 2024/25. The role of the Committee was confirmed as detailed on the agenda.

### **132 Background documentation**

The Committee received a number of background documents:

- CT Principles (Paper SLTQC23/24-129).
- Academic Framework (Paper SLTQC23/24-130).
- Guidance notes to F/SLTQC members (Paper SLTQC23/24-131).
- Assessment Taxonomy (Paper SLTQC23/24-132).

### **133 Phase 3 proposals for School of Management MBA courses**

#### **a Full-time Master of Business Administration (Paper SLTQC23/24-133).**

The Director of Studies for the course, Professor JACKSON, noted that the full details for unit templates had been discussed in a special meeting with student representative. Professor JACKSON explained that he would like to make further adjustments to papers submitted to the committee. These included a potential revised title for a core unit, tidy up of detail on assessments and the provision of additional optional units. His aim is to have eight optional units available, with students selecting three.

The Chair noted that Ms LE PATOUREL, the Academic Registry representative, had kindly provided notes that had prompted conversations prior to the meeting with regard to how to record course-level and unit-level learning outcomes (CILOs and UILOs). The Chair indicated his view that the UILOs should be a subset of the CILOs and did not need to be specific to the unit although it would be fine to adjust these to relate to the specific unit content. Dr KAMM indicated that CILOs should be more than a combination of individual UILOs as the former would indicate what students gain from the connections between units and the overall learning experience. It was noted that UILOs should provide students with information about the individual unit and indicate what is needed to successfully pass the assessments. Mrs HAYNES, CLT representative, confirmed that CILOs should be covered by more than one unit. She considered the use of CILOs for the core units and more specialised learning outcomes for the options to be a useful approach. Professor BURROWS noted that the Multiple Project Suite appears to cover all the CILOs for the course. Professor JACKSON noted that the Project Suite is a cumulation of knowledge from other elements of the course so could not be, of itself, sufficient to complete the course.

The Committee discussed the balance of group work, as compared to individual work, on the proposed course. Acknowledging that the MBA courses aim to make students fit to work in management roles, the course has a large focus on developing team working skills. Noting the QA16 requirement for the Committee to confirm it was assured that a) the amount of group assessment was appropriate and b) enabled the allocation of classification of awards to individual students, the committee discussed the potential for further differentiation of marks for group assessments. Professor JACKSON informed the Committee that students are allocated teams when they join the course and then these are reallocated across the year of the course. Following discussions about the difference of allocating marks to the assessment process (of working with others) or the product (the submitted piece of work) it was agreed that assessments should be reviewed to make the difference more transparent. Further the Committee noted that group work was included for units that do not map to the CILO on relationship building and collaboration.

Professor JACKSON, explained that the usual delivery of teaching each day would be half a day in taught sessions and half day on self-study and peer activities.

Noting that the option choice information stated that students might take 5-credits (or more) of international exchange units, the Committee agreed that for the initial running of the course this would be adjusted to indicate that only 5-credits could be selected as an international exchange unit.

Following advice on the potential implications for timing of reassessments, it was agreed that it would be more reflective of practice to indicate that the reassessment for portfolios would be an individual report.

The Chair noted that in some instances the unit template content was currently too focussed on the preference of individual academics and that these should be re-written to be more generic in nature.

Professor BURROWS asked whether the students would be free to undertake all of the optional unit assessments in the summer. Professor JACKSON confirmed that he would like to review the mapping again.

**AGREED:** Revisions to documentation required which would be considered by electronic circulation to members of the special SLTQC meeting.

Sec

The revisions to include confirmation of core unit title, confirmation of CILOs and UILOS including the mapping, assessment details with regard to differentiated group marks and reassessment for group work, adjustment of option choice form with regard to amount of international exchange permitted, more generic content in templates, revise assessment map especially with regard to timing of optional unit assessments.

RJ, Chair

**b** Executive Master of Business Administration (Paper SLTQC23/24-134).

The Director of Studies for the courses, Dr Jane ELLIS-BRUSH, noted that the details in the unit templates had been discussed in a Staff Student Liaison Committee. A number of adjustments made following the previous meeting were tracked within the documentation, including title changes to differentiate between leadership units.

In response to points raised by the Registry representative, Dr ELLIS-BRUSH confirmed that the Executive Impact and Integrated Project Suite units are both single units that will run across the two years of study.

In light of previous discussion about the Full-time Master of Business Administration proposal, mechanisms for differentiating marks for group assessments would be amended to ensure consistency of practice within the School. Additionally, for group assessments consideration would be given as to whether to change reassessments to individual assignments.

It was confirmed that a number of units will need slight adjustments: People and Organisations to reduce the number of learning outcomes; Transformational Leadership to ensure phrasing is at masters-level and to clarify the number of separate assessments; Managing the Customer Experience will be mapped to CILO3; Crafting the Future will have a reference to off-site activity to be removed; Executive Impact to be adjusted to refer to unit rather than programme.

Within the course specification, the phrase "We will teach you in-person on campus, unless circumstances mean we have to move to blended or remote learning" would be removed, this had been included in error.

**AGREED:** Revisions to documentation required which would be considered by electronic circulation to members of the special SLTQC meeting.

Sec

The revisions to include course structure chart to indicate that Executive Impact and Integrated Project Suite units are single units running across two-sessions, assessment details with regard to differentiated group marks and reassessment for group work, update of CILO map, adjustments to unit templates as described above.

JE-B,  
Chair

## Part II Business

*There are no items of this type on the agenda*

## Part III Business

*There are no items of this type on the agenda*

## Part III Business

### 134 Any Other Business

There was no other business.

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The meeting concluded at 15:56 pm

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Meeting: SCHOOL OF MANAGEMENT  
LEARNING, TEACHING AND QUALITY COMMITTEE

Date and Time: Wednesday 8 May 2024, 16:00pm

Venue: Remote using MS Office TEAMS

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**Present:**

Dr T WAKELEY (Chair)  
Mr K EVJENTH (Student representative)  
Prof R JACKSON  
Dr R KAMM  
Mrs N MAHIL  
Dr T MCLAREN  
Dr L STUBBS

**In Attendance:**

Ms K ELLIOTT, secretary to meeting.  
Ms F HARDING

**Apologies for absence were received from:** Mr A FAHEEM (PGT Student Representative)

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

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**ACTION**

**Part I Business**

**135 Declaration of Interest**

There were no declared conflicts of interests.

**136 Minutes of Previous Meeting**

The minutes of the meeting of the committee held on 27 March 2024 (Paper SLTQC23/24-135) were approved as a correct record.

**137 Matters Arising**

115): Invite to suggest Quality Priorities circulated by e-mail, to be discussed in June meeting.

117a): Mechanical Engineering External Examiner has now provided comments on change to unit ME50247 Creativity for Innovation.

## **138 Chair's Business**

The Chair noted that following comments provided by Student Representatives the School will reconsider plans to move the timing of outgoing international exchange for undergraduate courses.

*139 This item has been withdrawn to allow for additional consultation time*

## **140 Faculty Representatives' Items**

The Faculty Representative noted the discussions raised in the recent undergraduate Staff Student Liaison Committee when students expressed their view that the option choice lists have been reduced (due to larger unit sizes for Curriculum Transformed courses) so disadvantaging them when compared to students who undertook earlier versions of the courses. Whilst differing viewpoints had been expressed, the strong consensus was student felt less able to tailor their degree to their own preferences.

The Chair confirmed that the conversation held in the Staff Student Liaison Committee had been disseminated amongst senior staff in the School and that some Representatives have provided their own e-mail summaries. Whilst not wanting to disrupt students during the current examination preparation period, the School will be providing responses to Faculty and Student Representatives.

## **Part II Business**

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

## **Part III Business**

## **141 Chair's Action**

- a** The Committee noted Chair's Action to approve School's contribution of optional units to a new MSc International Development Management (Paper SLTQC23/24-137)
- b** The Committee noted Chair's Action to approve withdrawal of a Generally Available Unit from 2024/5 catalogue (Paper SLTQC23/24-138)

## **142 Information from University bodies**

- a** The Committee noted minutes from Education Advisory Board, 18 March 2024 (paper SLTQC23/24-139).
- b** The Committee noted minutes from Student Experience Advisory Board, 20 March 2024 (paper SLTQC23/24-140).

## **Part IV Business**

**143 Any Other Business**

The Chair noted the Committee's appreciation of the work of the prior Chair of the committee and congratulated Dr Richard KAMM on the recent confirmation of his promotion to Professor.

There was no other business.

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The meeting concluded at 16:14pm

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