

Meeting: SCHOOL OF MANAGEMENT  
LEARNING, TEACHING AND QUALITY COMMITTEE

Date and Time: Wednesday 28 May 2025, 14:15pm

Venue: Remote using MS Office TEAMS

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**Present:**

Dr T WAKELEY (Chair)  
Dr B DUNCOMBE  
Dr J ELLIS-BRUSH  
Dr R HITIBANDARA: items 235 to 242  
Prof R JACKSON  
Mrs V KORSUN  
Prof R KAMM  
Dr T MCLAREN  
Dr L STUBBS

**In Attendance:**

Ms K ELLIOTT, secretary to meeting.  
Mrs L BARNES  
Ms A BEVAN  
Ms V GUPTA: items 235-242  
Ms F HARDING: items 235-242  
Dr M KESHVARI FARD: items 235-240

**Apologies for absence were received from:** Dr I PYRKO; Mr V TRIPATHI

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

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**ACTION**

**Part I Business**

**235 Declaration of Interest**

There were no declared conflicts of interest.

**236 Minutes of Previous Meeting**

The minutes of the meeting of the committee held on 23 April 2025 (Paper

SLTQC24/25-059) were approved as a correct record.

**237 Matters Arising**

There were no matters arising.

**238 Chair's Business**

The Chair provided an update on the School's plans to have a second cohort for MSc Marketing and MSc Finance starting during the 2025/6 session. The Academic Programmes Committee has given Stage 1 approval. The Courses and Partnerships Approval Committee has agreed that the extra cohorts can run, but has asked for some additional information. The School's executive team have agreed to reduce the number of options on the MSc Marketing, the intention is to offer those that are usually the most popular. It was noted that this decision would need to be supported by a clear rationale to assist with the appropriate advertising of the course.

The Chair noted that the University is undertaking a review of Postgraduate Teaching.

The most recent information was that the School's examinations had not experienced any particular difficulties.

The Learning and Teaching Quality Manager is undertaking a thematic analysis of the recent Course Level Survey. The highlights of these were shared with the attendees. The survey covered all non-finalist undergraduate students but had seen low returns. One area raised by students was a desire to select their own group members when undertaking assessments that required working in teams. The Chair noted that a review of the School's current pilot of a group work process would be presented to a future meeting of the committee. The Academic Quality Standards representative advised that ongoing discussions about inclusive education and supporting students in completing assessments should also feed into this discussion.

The Chair informed the Committee that he would be showcasing current thinking from the Inclusive Education working group across School committees during the next month.

**239 Curriculum Transformation**

The Chair commented that the School is finalising the allocation of teaching staff for project units that contribute to the final year of its undergraduate courses.

**240 Converting outgoing exchange marks for CT courses**

The Committee received a revised method of converting exchange marks for Curriculum Transformed versions of the School's undergraduate courses (Paper SLTQC24/25-060).

The Committee had received and commented on a previous proposal. At the previous meeting, the Committee had requested that revisions be made to the

document. The revised proposal had been created following consultation with the Academic Quality Standards representative. The Committee thanked Dr DUNCOMBE for her contributions to this.

The Director for International Exchanges, Dr KESHVARI FARD, reminded the members that the new process had been necessitated due to the change from converting marks for the equivalent of 4 units (BSc Business) or 5 units (BSc Accounting and Finance) in pre-Curriculum Transformation courses to the requirement to find 3 converted marks in the post-Curriculum Transformation courses. As students take 4 or 5 units at their host institutions, a method has been devised which aims to keep an equal distribution of the marks achieved into 3 converted marks. If students take 4 units then each contributes 0.75 (or  $\frac{3}{4}$ ) to the converted marks.

The Committee noted that the reason for the use of 0.75 whilst easily explained in the meeting was not clear in the document. As the document is to become the student-facing this should be addressed. The Academic Quality Standards representative agreed that the most vital element was ensuring communications with student were transparent.

**AGREED:** Director of International Exchanges to add information into the document that explains the distribution of marks system. Chair to confirm revised wording prior to External Examiners being consulted on the method for converting marks.

**MKF,  
Chair,  
Sec**

[Dr KESHVARI FARD left the meeting]

## **241 Small Business Charter re-accreditation**

The Committee considered documentation to be used for re-accreditation with Small Business Charter (Paper SLTQC24/25-061).

Ms HARDING explained that the School is aiming to meet the criteria required to obtain a 5-year reaccréditation, having achieved a 3-year accreditation in the previous attempt. This would be achieved by indicating how the School, as part of the University, supported small business growth, including student entrepreneurship. There would be an opportunity to receive feedback from the panel in June, additional information could then be provided prior to the formal visit on 15<sup>th</sup> and 16<sup>th</sup> July 2025.

The Chair and Professor JACKSON separately commented on the excellence of the submission document, thanking the team for their work.

The Academic Quality Standards representative commented that a number of the "Further information/notes" sections were blank. She suggested that the team consider whether it would be better to add something in each block to help suggest that the document was complete. [Secretary's note: Offline a typo correction on the spelling of one word was also passed to the secretary and then on to the Accreditation Team.]

**AGREED:** Document approved for submission to the SBC panel.

**FH**

## 242 EQUIS re-accreditation

The Committee considered documentation to be presented to Courses and Programmes Approvals Committee prior to submission for re-accreditation by EQUIS (Paper SLTQC24/25-062).

Ms GUPTA informed the Committee that, based on previous success with re-accreditations, should the School be successful in achieving the requirements for another 5-year reaccreditation, then the School would move to a special re-accreditation process. The special process has much reduced requirements; seeking information on progress with regard to recommendations made by EQUIS rather than completing the full documentation.

The Chair and Professor JACKSON raised some concerns that the document did not feel consistent throughout. A suggestion was made that an editor could be employed to address this. The Academic Quality Standards representative noted that the document should be reviewed by the Academic Quality Standards team prior to anything being provided outside of the University of Bath. Should the editor be employed from outside of the University, time would need to be found to add in this extra step.

Whilst noting the importance of providing an honest commentary of both our strengths and weaknesses, some phrasing might need consideration to ensure it was not being inaccurate in its implications.

Recommendations for adjustments to the document were made:

- Add footnote to clarify that since the audit date, the title of Pro-Vice-Chancellor Education and Global has changed.
- Table 3.5 correct title of one course to indicate that it relates to BSc Accounting and Finance with placement.
- Consider if appropriate to say “all undergraduate courses” when BSc International Management and Modern Languages courses have unique elements. For example, when referring to units on sustainability.
- Page 107 review general statements, that may be too subjective, with regard to widening participation.
- Page 7 correct typo as Marketing, Business and Economics (MBS) should be Marketing, Business and Society (MBS).
- Chair to provide the team with some suggestions on the tone of the voice across the document.

**AGREED:** Following adjustments to the document as noted above, Chair's Action to be provided to recommend approval by the Courses and Partnerships Approval Committee.

**VD,  
Chair,  
Sec**

[Dr HITIBANDARA, Ms HARDING and Ms GUPTA left the meeting.]

## **243 Faculty Representatives' Items**

*The Faculty Representative had not been able to attend for this item.*

### **Part II Business**

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

### **Part III Business**

## **244 Chair's Action**

- a The Committee noted Chair's Action taken to approve removal of qualifying fail from unit MN30507 (Paper SLTQC24/25-063).
- b The Committee noted Chair's Action taken to approve change assessment method for one year only for unit MN22173 (Paper SLTQC24/25-063).

### **Part IV Business**

## **245 Any Other Business**

Mrs KORSUN raised with the Chair the value of consulting widely, for instance with professional support staff and students, when seeking to renew or replace those taking on the role of Director of Studies. The Chair noted that this was a valuable suggestion and that he would ask the Executive Board to consider including this in the process.

**Chair**

There was no other business.

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The meeting concluded at 15:29pm

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