

Meeting: SCHOOL OF MANAGEMENT
LEARNING, TEACHING AND QUALITY COMMITTEE

Date and Time: Wednesday 29 January 2025, 14:15pm

Venue: Remote using MS Office TEAMS

Present:

Dr T WAKELEY (Chair)
Prof I CRAWFORD
Dr B DUNCOMBE
Dr R HITIBANDARA
Prof R JACKSON [items 195-201]
Mrs V KORSUN
Prof R KAMM
Dr I PYRKO
Dr L STUBBS
Mr V TRIPATHI (Student Representative)

In Attendance:

Ms K ELLIOTT, secretary to meeting.
Ms A KUBIK
Mrs A BEVAN
Dr B YALABIK [items 191-198a]

Apologies for absence were received from: Ms K WATTS, Dr J ELLIS-BRUSH, Dr T MCLAREN

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

ACTION

Part I Business

191 Declaration of Interest

There were no declared conflicts of interests.

192 Minutes of Previous Meeting

The minutes of the meeting of the committee held on 11 December 2024 (Paper SLTQC24/25-021) were approved as a correct record.

193 Matters Arising

There were no matters arising. The Chair will arrange a meeting with the Faculty representative now the examination period is over to discuss issues raised during the last UG SSLC meeting.

194 Chair's Business

The Chair noted that work is ongoing with the Education Annual Review and Enhancement report (EARE) which will be circulated to members for comment in February 2025.

Discussion within the School as a reaction to recent Postgraduate Taught Experience Survey (PTES) outcomes may result in a proposal to adjustment how contact hours are delivered for 5-credit units.

[Professor JACKSON joined the meeting]

195 Curriculum Transformation

- a The Director of Teaching PGT described the existing process used to convert outgoing exchange students' marks. For Curriculum Transformed (CT) versions of the School's courses the credit weighting of the exchange is 30 credits spread across 3 units, rather than 5 units pre-CT. As students may take 4 or even 5 units overseas the conversion process might not be as transparent to students as it has been in the past. The Committee noted the robust checks that have previously been implemented to maintain equity in the conversion of marks and encouraged a continuation of this process in planning for CT courses. (The Registry representative expressed an interest in attending and, if appropriate, contributing to planning meetings on this topic.)
- b The Committee noted that a recent meeting of teaching staff had been held to facilitate preparation for the teaching of final year undergraduate CT units. The Chair noted that subject group leads had indicated an interest in ensuring there was contributions from their subjects on the jointly taught units (such as masterclasses for BSc Management courses).

196 Generic Examination Feedback

The Committee discussed a proposed School protocol to increase the consistency in the provision of generic examination feedback (Paper SLTQC24/25-022).

The Committee noted that the protocol provided a clarification of what was meant by generic feedback, it was hoped this would encourage greater consistency of approach. The intention is to provide these on the same dates as results are released on SAMIS. The protocol includes information on what was expected, how the cohort performed and examples of actionable feedback.

The School is seeking funding to create a portal with skills resources where

students can find guidance on how to implement actions, highlighted in feedback they have received, on how to improve future examination performance.

In response to a query from Dr STUBBS, it was agreed that unit convenors will be guided to place the feedback on Moodle pages as this would give all students the same access opportunities.

The Chair noted that the School is currently auditing Moodle pages to check the information that is being provided on assessments; the next audit will include a check on where generic examination feedback has been provided.

The Committee acknowledged that the provision of written generic feedback was more challenging for some subject areas as the differences in performance for some assessments could be based on individual levels of understanding. Alternative methods of providing feedback were discussed including going through model answers during seminars. The Chair suggested subject groups could discuss the most effective means of providing this feedback/feedforward information on examination performance for their more technical subjects.

The Committee confirmed that all students who were required to undertake reassessments can seek individual feedback and that this should be made clear in the protocol.

In response to a query from the Registry representative, the Faculty Representative confirmed that students welcome the opportunity to be offered generic feedback information with which they can engage. Whilst an ideal might be for individual feedback, currently the student body was welcoming of the movement towards provision of feedforward information. Committee members noted that a greater consistency in generic feedback provision could enable further investigations of the potential benefits of standardisation, if this creates capacity then a future move towards individual feedback could be a longer term goal.

AGREED: The new protocol to be sent out to unit convenors, with slight adjustments including a note that should normally be released via Moodle and that all failing students can obtain individual feedback prior to reassessments. BY

197 **Changes to PGT unit for 2024/25**

The Committee considered a request to change an MSc unit for semester 2 of this academic session (Paper SLTQC24/25-023).

MN52118 Negotiation, option for MSc Management suite of courses and MSc Human Resource management. Change of assessment to better reflect practice in how final marks are achieved. Current assessment is three elements, but these can be modified by a seminar activity. The use of 'portfolio' to define the assessment method is therefore a better description of what actually takes place.

The Chair sought confirmation that students who could not attend seminars

were still able to contribute to the assessment and so achieve marks. The Director of Teaching PGT read from the unit handbook indicating that students with authorised absences were able to gain marks.

AGREED: Change approved for current academic session, and future sessions. Sec

198 Changes to UG courses and unit for 2025/26

The Committee considered changes to School of Management undergraduate courses, and units, for 2025/6 session.

a Changes to units (Paper SLTQC24/25-024):

The Committee noted that 'dummy' units have been created for outgoing exchange students, these will hold three marks which can be used for calculation of overall course average.

The Committee considered a package of changes that involved withdrawing first year 10-credit all-year units for accounting and finance and replacing with two semester-long 5-credits units across the School's courses and BSc International Management and Modern Languages courses. There was no change in what would be delivered, but the restructuring was a better fit with the current University assessment regulations.

The Committee considered withdrawal of a first year 10-credit all-year unit for information systems and operations and replacing with two semester-long 5-credits units. Again, there was no change in what would be delivered, but the restructuring was a better fit with the current University assessment regulations.

The Committee considered a group of changes for second year economics units, noting a reordering of when micro- and macro-economics would be delivered, and the creation of a sister unit for macro-economics, with the same content and learning outcomes, which would be available to courses that do not take this as a core unit. The economics units were also moving from an open-book to a closed-book examination assessment method.

The Committee considered a number of second year units with recommended adjustments to assessments. MN22154 and MN22221 to introduce a group assignment (removing the additional pressure that some students experience from 100% examinations); MN22030 to move from 30% group report and 70% examination to 30% group report and 70% individual reflection. These changes judged to fit better with the pedagogic topics being taught.

The Committee considered general updates to MN22164, which during the Curriculum Transformation design had been created from two different units. The proposal reduces the content allowing more time for a diversity of learning experiences.

The Committee considered allowing students on BSc Accounting and Management courses to take an additional second year option of MN22159.

The Committee considered updates to a number of final year options which will run for the first time in 2025/26. MN32192, MN32193, MN32035, MN32043, MN32045 had updates to content and assessment methods.

The Committee held a debate about the proposal that MN32192 Financial Markets and Investments be made available to additional undergraduate courses in the School in future sessions. The original plan, during the Curriculum Transformation design stage, was for the unit to only be made available to the BSc Accounting and Finance course.

The proposer felt that students who were interested in the topic should be able to study it. He noted concerns expressed by colleagues that the subject area was very specialist and that students need strong understanding of financial concepts and possess advanced mathematical skills. The proposer indicated a view that students would self-select based on their interest in the subject area and therefore were more likely to be successful on the unit.

Members of the committee noted that previous experience on other highly technical units had illustrated that students might select these as an option and then later seek to withdraw or ask for the unit to be adjusted to enable them to keep up with what was being taught. The Faculty Representative described the experience of taking such units and finding fellow students, from courses other than the BSc Accounting and Finance, needing support to keep up with the material being delivered.

Other members noted that unique selling points for the BSc Accounting and Finance would be impacted by opening this unit to other courses. Given the importance of distinctiveness between the School's courses, for recruitment purposes, the concern was that reducing the number of units that are unique on one course might be detrimental.

Given the concerns raised the Committee indicated that additional guidance should be supplied to those students, who are not studying BSc Accounting and Finance, who indicate the intention to select this unit. The unit convenor would speak to these students personally as well as providing examples of the type of exercises that would be covered within the unit.

The Chair and Director of Teaching Undergraduate indicated that it would be preferable to offer the unit to students who were keen to take it, rather than fully exclude them from the opportunity of studying the topic. Given the concerns noted, availability to courses other than BSc Accounting and Finance would be trialled in 2025/26 and this Committee would seek feedback in time to review in January 2026 whether to make the unit available to all courses in 2026/27.

The Committee considered new final year options.

Games for Management Learning was being proposed but following a query from an external examiner a revision to the title was proposed. The Committee noted that the unit should be called Serious Games for Management Learning. The Chair noted that a concern had been expressed, by a Director of Studies, with regard to the proposed assessments. It was confirmed that this had been resolved by the unit convenors confirming that the 10% individual element would be appropriate in scale for that weighting.

Luxury Marketing had received support from reviewers, however the Chair had asked that the subject group ensure there is no duplication of topic with other units that cover marketing, as there was a tendency to re-teach certain

marketing theories. Prior to the meeting members of the Committee had asked for clarity on how to ensure inclusivity for units that have an assessment of in-class participation. The Chair noted that he had been given access to details on how students on the new unit would be able to obtain the marks for this assessment. The unit convenor had explained how they offer students the opportunity to e-mail responses if they are uncomfortable speaking in class. It was acknowledged that, whilst the description was appropriate for this unit, clarity in respect of what was acceptable for this type of assessment methodology was needed to ensure all School colleagues understood the difference from participation and attendance.

Services Marketing, as with Luxury Marketing, the Chair had confirmed that there would not be any duplication of content with other marketing units.

[Dr B YALABIK left the meeting]

AGREED: Changes approved for 2025/26 session onwards as indicated on papers, expect for revised title for one new final year unit, and the inclusion of a pre-CT requisite for MN32193. Sec

AGREED: Allowing students on courses other than BSc Accounting and Finance to select MN32192 as an option was subject to the unit convenor providing personal guidance at option choice selection period. This would be a trial for one academic session and will be reviewed in January 2026. RJ/Sec

AGREED: Chair to invite colleagues to support the development of a guide on how to make in-class participation an inclusive assessment method. Chair

- b Changes to courses were provided to illustrate the impact of proposed unit changes to the course structures, learning outcomes and assessment maps (Paper SLTQC24/25-025).

AGREED: Changes approved for 2025/26 session onwards as indicated on papers.

199 Faculty Representatives' Items

The Faculty Representative noted that as students had been focussed on assessments there were no immediate items to be raised at this time.

Part II Business

There were no items under this section of the agenda.

Part III Business

200 Committees

The Committee noted minutes from range of University committees:

- Education Advisory Board November 2024 (paper SLTQC24/25-026).

Part IV Business

201 Any Other Business

- a Professor JACKSON noted that the University standard calculator which is available during examinations is no longer available to purchase. This reduces students' ability to practice with these versions of the calculator, something that has been seen to reduce stress in examinations. Whilst there is a limited number available for practice in the University Library these are not sufficient to support current student volumes. He requested that this concern be raised with appropriate section of Registry.

[After the meeting information on provision of University calculators was clarified as:

"Each University exam must have a stated calculator status, which is one of the following three, mutually exclusive categories, in accordance with University Rule 2 and Regulation 15.

- University Calculators are required
- Candidates may use their own calculators
- No calculators are permitted

In all cases where the use of University Calculators is required, candidates supplied with them will be required to quote the calculator number on each cover page of their script.

If any of your exams require the use of a university official calculator, the official model is the Casio FX991EX. Information about this calculator can be reached on Casio's website. If you would like to familiarise yourself with the model, you may borrow one from the Library Reader Services Desk."]

AGREED: Secretary to contact Head of Registry Services to raise the concern on behalf of the Committee. Sec

- b There was no other business.

The meeting concluded at 16:04pm
