**Meetings between Directors, UG Programme Leaders and Associate Dean (Education) 2016/17**

A meeting involving each UG Programme Leader took place in each of Semester 1 and 2. The discussion points for each meeting were:

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| **Semester 1*** 2015/16 NSS response rate & action plan
* 2015/16 Retention data and action plan
* 2015/16 Final-year module evaluation
* Application and conversion data
* Programme Team meetings
* Emerging issues/actions
* Learning technologies supported by SCS
 | **Semester 2*** Applicant days: reflection
* PGT promotion activity
* Cover for clearing 2017
* Induction 2017
* Programme Team meetings
* Delivery issues/Staff availability
* Learning Enhancement items
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**Practices identified by Programme Leaders as having a positive impact**

***NSS***

* ‘Language of the NSS’ being used in survey-preparation activities.
* Organised events for NSS completion e.g. booking IT suite: improved response rate in comparison to reminders through tutorials.
* NSS advertised during post-Christmas welcome back session.

***Programme cohesion***

* Newsletters, student societies, Christmas events, and evening employer event had positive impacts, latter directly led to internships in one case.
* Monday week zero field trips/programme-themed events are partially powerful as students have yet to form friendships with flatmates etc = First friends they make are from their course.
* Need for guaranteed, rolling funding for induction events to facilitate contract-setting with third-party providers.
* Students arrive expecting ‘half-term’ and so transition activities in directed study week were not heavily attended.
* ‘Atypical’ induction activities: murder mystery, paintballing…
* Noted that students locked into accommodation contracts may resist withdrawal despite poor engagement/attendance.

***Applicant days/Course promotion***

* MSc programmes for cognate disciplines advertised through a single booklet.
* The more programme-specific, the better.
* Ask current students for applicant day feedback – ‘what tipped you into applying for LJMU?’
* Provide content in innovative ways e.g. quizzes, programme newsletters.
* Involve current students e.g. in tours, in Q&As.
* Coordinate staff involvement by drafting a staff rota at the start of the year for all applicant-related activity.
* Post-Christmas applicant days should be favoured as attendance is higher.

***Other***

* Use of Learning Engagement Project data below Boards to profile students’ physical and virtual engagement.
* Set up a shared drive for the programme where documents can be readily shared.
* Inviting students to develop (or providing) Gantt charts showing coursework deadlines.

**Delivery issues/Staff availability**

* Discussed with Directors during meetings and not recorded here.

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| **Suggested areas for development** | **Action** | **Progress** |
| Provide an online means for programme leaders to check tutorial attendances.  | Helpdesk job raised June 2017 | Pending |
| Transition activities, e.g. quizzes, that involve staff contact hours should be recorded on module proformas.  | Agreed FMT Sept ‘17 | Complete |
| WebPA (peer-marking for group work) has been positively received by students and should be more widely used. | Session at SCS staff LTA development day | Complete |
| Support for NSS survey completion sessions: Catering. | Agreed at FMT Oct ’17 | Complete |
| Involvement of staff at applicant days/open days to be monitored by Subject Leaders | Noted at FMT Sept ’17 that this is part of new WAM. | Complete |
| Information for personal tutors on student marks  | Requested from Learner Engagement Project | Complete |
| Information for PLs around duties and schedule of activities. | Raised with TLA: ‘Toolkit for PLs’ sessions now available. | Complete |
| Faculty support for newsletters | No capacity to offer this at present: FMT Sept ‘17 | Complete |
| Academic representation on group that decides open/applicant day schedules. | 1st Nov 2017 University Applicant Day workshop | Complete |
| Cost-benefit analysis of ad-hoc visits by single applicants, normally hosted by Programme Leader (PL). | One conversion would justify this activity. FMT Sept ’17 advises PLs to provide alternate hosts to Tim Sellars. | Complete |
| Academic achievement manager invited to PL away days. | PGT Nov ‘17, UG Jun ‘18 | Complete |
| Review UG Programme Team meeting schedule and members | UG PL away day Sep ‘17 | Complete |
| Student Engagement Officer role to be clarified | UG PL away day Jun ‘17 | Complete |
| Review policy of not mentioning non-LJMU masters in open day presentations (DLHE implications). For info: Liverpool School of Tropical Medicine offers 20% discount for NW university graduates. | Agreed at FMT Sept ’17 that Masters programmes that do not compete with LJMU MSc courses may be mentioned. | Complete |
| Follow-up communications from applicant days to include staff photos | Email 18/10/17 to Programme Leaders outlining how this can be achieved. | Complete |
| Alternative assessment provision: Perceived fairness by students, consistency  | UG PL away day Sep ‘17 | Complete |

Phil Denton

ADE 18/10/17