

School of Law Student Experience Action Plan 2013/14 UG

This action plan will be considered and updated at each Teaching and Learning Committee. Further actions will be added throughout the year as appropriate.

Action	Person Responsible	Timescale	Progress and evaluation <i>Include dates of meetings in progress reports and details of how students are engaged in the reflection and planning process</i>	Action Completed
Key Objective/Theme:				
1. To build in improvements in Communication				
Action/Description of Activity:				
1.1 SEAP	(DTL)	Sept 2013 to June 2014	Review and Update of SEAP	Ongoing
1.2 Student Charter	DSE	15 th Oct.	Review and Update of Student Charter. That no paper publications of the Student Charter were produced centrally for 2013-2014, the Charter is available to all students on MyManchester at: http://www.studentnet.manchester.ac.uk/enhancing-my-experience/charter/ DSE emailed students directing them to this link.	Completed
1.3 Bring forward approval date for summatively assessed coursework	EO AR	15 th Oct	Update on implementation. This was a recommendation of the Periodic Review. HQ to liaise with Faculty and report back to TLC on 15 Oct. AR to email students a specific date when coursework titles will be published.	Ongoing
1.4 Manage student expectations during curriculum review transition	DUP	May 14	Develop communication strategy	Ongoing
Key Objective/Theme:				
2. To build on improvements with satisfaction in Assessment and Feedback				
Action/Description of Activity:				
2.3 Legibility of feedback on exam scripts	DTL	Jan 2014	Pilot scanning of exam scripts to improve legibility for examiners as well legible feedback to students	Ongoing
2.4 Law Discipline Area: Providing feedback in a constructive manner	DUP EO/DTL	Nov 2013	Review feedback with all staff Discussion re publishing model answers for non and assessed coursework on BB9. HQ to review choice of either selecting top performing student and scanning essay onto BB9 or whether cds produce model answer. To present to School Board 22 nd January	Ongoing
2.5 Markers to make themselves available for face to face feedback	AR	Nov 2013	Exam viewing sessions to be provided for all course units. Students will complete an online request form to access exam scripts and will attend a one-to-one 5 minute meeting with a marker in their office. It will run as an appointment scheme this year. Email and form to be emailed to students w/c 13 October. Outlines of Issues will be provided with the viewing as well as being accessible on BB9.	Ongoing

2.6	Quality of formative and summative feedback on all course units to be monitored at School-level.	DUP EO AR	Jan 2014 June 2014 Nov 2013	A selection of feedback provided on all coursework and exam scripts will be looked at to assess quality and benchmark overall improvement That this be presented to the November HODA meeting. There must be clear description for courses, currently colleagues are asked to write at least one sentence. That HQ to liaise with JSh who is investigating electronic feedback for exam scripts for PGT. AR to check Faculty provision on copying exam scripts.	Ongoing
2.7	Diversify 3 rd year assessments on LLB	DUP	Autumn 2013	Consider in Curriculum Review	Ongoing
2.8	Improve formative feedback in 2 nd year LLB	DUP	Jan 2014	Consider in Curriculum Review	Ongoing
Key Objective/Theme:					
3 To further improve satisfaction on Joint Honours programmes					
Action/Description of Activity:					
3.1	Further explore issues (e.g. identity) with joint honours students and address them	DUP DUP/PDs HQ	Dec 2013	Meet Programme Director for Law/Politics and Law/Criminology to identify issues and actions PDs to emphasize to colleagues that LwC and LwP do Public Law in second year: Constitutional and Administrative Law. HQ to look into costs and feasibility of class photographs.	Ongoing
Key Objective/Theme:					
4 To maximise resources for teaching, learning and assessment					
Action/Description of Activity:					
4.1	LLB Curriculum Review	DTL/DUG	Oct 2013	Complete NPP2	Ongoing
4.2	Review course unit offerings	DTL/DUG/HODA	15 th Oct	Incorporate into curriculum review	Ongoing
4.3	Improve Discipline Area input to TLC	DTL	25 th Sept	Implement Discipline Area Review Groups. That NH will attend these meetings.	Actioned
4.4	Course Materials	HOSA	August 2013	Implement print credit scheme	Completed
Key Objective/Theme:					
5 Dissemination of good practice in teaching, learning and assessment					
Action/Description of Activity:					
5.1	Disseminate innovative teaching practices	HoDA	Sept 2013 to Mar 2014	Workshops on teaching practice. CA and RT organising sessions to be publicised shortly. In addition some sessions to be organised with Education.	Ongoing
Key Objective/Theme:					
6 eLearning					

Action/Description of Activity:				
6.1 Sessions on using BB9 more innovatively	eLearning Director	25 th Sept	Further training on Grademark to be provided. Setting of clear expectations on how staff can use eLearning.	Ongoing
Key Objective/Theme:				
7 Student Support and Academic Advising				
Action/Description of Activity:				
7.1 Improve training of student mentors	Elaine Dewhurst	Autumn 2013	Invite PH to TLC for update and proposed actions	Ongoing
Key Objective/Theme:				
8 Employability and Positive Graduate Destinations				
Action/Description of Activity:				
8.1 Run interview technique sessions for second and final year students	DER	25 th Sept	DC and MB have organised the following: Tuesday 12 November>Presentation by former partner of Slaughter and May and Law School alumnus, Andrew Balfour-followed by mock interviews with Andrew and Careers service staff There will be another for first years in 2 nd semester and probably for 2 nd years again in 2 nd semester, more information to follow.	Ongoing
8.2 LAC: Contact AD External Relations for long-term financial support.	DER	25 th Sept	Review and update	Ongoing
Key Objective/Theme:				
9 Recruitment and Admissions, Marketing and Publicity				
Action/Description of Activity:				
9.1 Law website	HOSA/STD	25 th Sept	HOSA has reported that the Launch is end of October and all is progressing well, but will still be work in progress for a couple of months. There is a presentation at School Board on Wednesday 16 October 2013.	Ongoing
9.2 UG and PGT Prospectuses	AO	April 2013	Admissions Team has latest brochures. HOSA reported that marketing and advertising budget is £59,600, the budget for overseas trips is£24,000.	Complete.
Key Objective/Theme:				
10 Retention				
Action/Description of Activity:				
10.1 Provide a single Academic Advisor for mature students and for students who are studying from home.	DTL	Oct 2013	Action for new intake Sept 13 That students were not allocated to one advisor due to increase in numbers and short timeframe to allocate students That EH and AW have organised a social event on Wednesday 16 October..	Ongoing

10.2	Explore plan to introduce a non-QLD route for students who fail to meet QLD requirements but could still proceed for a UoM degree	DUP	Jan 2014	Incorporate into curriculum review. AR to liaise with Faculty re paperwork and deadlines.	Ongoing
Key Objective/Theme:					
11 (G)TAs					
Action/Description of Activity:					
11.1	Consider rotating academic staff amongst seminar groups to ensure all students receive a balance of (G)TA and academic time	Phil Handler	Autumn 2013	Review spread of seminar takers during the semester. That PH reiterate to CDs re integrating TAs and GTAs generally (e.g. introductions at lectures) and to investigate ways to challenge student perceptions of TAs and GTAs That subject to software and resources, that first year seminar groups are manually allocated 2014-2015.	Ongoing
Key Objective/Theme:					
12 External Relations					
12.1	Performance of collaboration strategy	DER	25 th Sept	Develop evaluation criteria	Ongoing
12.2	Monitor collaborative communications	DER	15 th Oct	Provide and review annual quality assurance report at TLC	Ongoing
Key Objective/Theme:					
13 Learning Outcomes					
13.1	Review ILOs	DUP	15th Oct	Provide schema for provision of details of ILOs at Programme level, and of communication mechanism to staff, students and external examiners	Ongoing
Key Objective/Theme:					
14 Degree Classifications					
14.1	Monitor classification inflation and discipline variation	DTL	15th Oct	Compare classifications against equivalent institutions and within the School of Law That JMA compile information and present to TLC.	Ongoing