

ACTION PLAN IN RESPONSE TO FEEDBACK ON THE STUDENT EXPERIENCE: SESSION 2017-18

FACULTY OF MATHEMATICS AND PHYSICAL SCIENCES:

SCHOOL OF FOOD SCIENCE AND NUTRITION

EXECUTIVE SUMMARY								
Aspect	<i>Undergraduate Programme Experience Survey</i>				<i>National Student Survey</i>		<i>Postgraduate Programme Experience Survey</i>	
	2017-18				2017-18		2017-18	
	School		University		School	University	School	University
	Year 1	Year 2	Year 1	Year 2				
Overall Satisfaction	97%	92%	89%	86%	83%	89%	86%	88%
The teaching on my course	88%	82%	84%	84%	84%	89%	84%	85%
Learning opportunities	85%	76%	79%	80%	78%	84%	80%	86%
Assessment and feedback	69%	59%	72%	65%	76%	75%	66%	79%
Academic support	90%	86%	78%	77%	79%	82%	82%	85%
Organisation and management	85%	83%	80%	78%	80%	82%	75%	82%
Learning resources	82%	86%	86%	86%	92%	91%	94%	90%
Learning community	84%	83%	76%	75%	91%	79%	84%	83%
Student voice	75%	70%	67%	68%	79%	75%	79%	77%

Scores in each category are expressed as a percentage of the number of respondents who mostly or definitely agreed with a range of statements (score 4 or 5)

Headline achievement from 2016-17	<p>Two new 20 credit modules (FOOD1210 and FOOD1220) were written and approved to replace FOOD1027 (30 credits) and MICR1125 (10 credits) in reaction to the previous student comments on the existing modules.</p>
Key strategic actions for 2017-18	<p><i>List 3 actions – to be included on the posters to be produced for each School</i></p> <ol style="list-style-type: none"> 1. Improve student satisfaction on modules FOOD2192 and FOOD2196. 2. Provide students with a timetable of coursework deadlines. 3. Create a buddy system for direct entry students.
Evaluation of main actions from 2016-17	<p><i>Brief update on the 3 main actions identified from the previous session</i></p> <ol style="list-style-type: none"> 1. Improve organisation and delivery of FOOD3371: Team Project – a new module leader was assigned and the module evaluations at the end of the session showed a greater overall satisfaction. 2. FOOD3371: Team Project to include clear nutrition-specific roles – the nutrition students are now assigned clear roles relating to nutrition and feedback from students has improved. 3. Reduce amount of assessed coursework – this is on-going but the review started with year 1. Examples of changes in place for this session include FOOD1210 and FOOD1220 where assessment is 2 MCQ's per module where previously it was 4 notes tests, 4 short answer tests and 2 MCQs. Also, FOOD1145 – 4 individual practical write-up's are now as follows - one is a fill in template group exercise in class, second is a group write up again in-class, third is an individual write-up peer assessed and the final an individual write-up. This not only reduced the amount of individual coursework but has altered the learning so that students are guided through how to write a report and how it is assessed.
Good practice examples from 2016-17	<p><i>Innovative practice and developments, of wider interest across the University</i></p> <ol style="list-style-type: none"> 1. Students write research papers at levels 1, 2 and 3. 2. Team working exercises with peer assessment at levels 1, 2 and 3. 3. Option of coursework choice in FOOD2400 – essay or active learning by volunteering in the community.

Aspect	Progress with 2016-2017 actions and indication of impact	Agreed Issues/Actions for 2017-2018 (from where did the action arise, i.e. NSS, module evaluation, programme review?)	Responsibility/Expected completion date
Overall satisfaction	Level 2 Nutrition low satisfaction, too much food science orientation. *DSE/ programme leader/ module leaders/HOS introduced more nutrition oriented topics in some modules this September (2017)	Review the outcome of changes to modules with added nutrition (Action Plan) Males are generally less satisfied in all programmes at all levels & are under-represented in SSF (Prog Review) *Focus Group to be conducted with male UG and PGT students	Modules and Programme Leaders/DSE (Aug 2018) DSE/Athena Swan Rep (March 2018)
The Teaching on my Course	Dissatisfaction with FOOD3371 Team Project *New module leader in place, changes implemented and increased satisfaction. Completed Aug 2017. Dissatisfaction with FOOD2192. *Module leader introduced some flipped classroom teaching but dissatisfaction increased. More student choice in project allocation *New module leader appointed, gave students a choice and used an algorithm to assign students. Completed Sept 2017. Allocation to supervisor for individual research projects to take place earlier *New module leader considered the possibility of earlier allocation but this is difficult due to students out on placement or students not knowing if they are going out on placement until the start of term. However, the students were allocated a supervisor before the start of term. Completed Sept 2017.	Dissatisfaction with FOOD2192 (Action Log, Mod Eval, Prog Review, NSS) *Change of module leader and review outcome Dissatisfaction with FOOD2196 (Mod Eval, Prog Review) *Change of module leader and review outcome Follow up satisfaction on student project allocation (Action Plan) Repetition of course content (NSS, SSF) *Programme leaders to review overall programme content to check for duplications Basic lab skills practicals are not essential for all MSc's (Prog Review PGT) *Skills audit to be carried out on MSc's and only those requiring the basic skills need to attend these sessions MSc Biotechnology students would like more complex science/practicals (Prog Review PGT) *Programme leader to review programme	DSE (Jan 2018 Completed) DSE (Aug 2018) Module leader/DSE (Aug 2018) Programme Leaders/DSE (Sept 2018) Laboratory Manager (Sept 2017 Completed) Programme Leader (MSc Food Science (Biotechnology) (Sept 2018)
Learning opportunities		Nutrition students requesting more specialised topics such as sports nutrition to be available (NSS, SSF) *School to look into forming closer relationships with Sports and Exercise Science	DSE (Sept 2018)

		<p>Look at additional learning opportunities for students outside of their programmes (SSF)</p> <p>*Students have been invited to Food Matters Live, Alpro series and will be invited to attend conferences held at Leeds. There are also many other opportunities that have been developed such as the Real Junk Food Project.</p>	Employability Officer (Jan 2018 Completed)
Assessment and feedback	<p>Noted low satisfaction with feedback.</p> <p>*Students are given marking criteria at the start of each module. Completed Sept 2017.</p> <p>Bunching of coursework on Nutrition programme, action to reduce amount of coursework.</p> <p>*TES group started to look at first year coursework and reductions were made. This is ongoing.</p>	<p>Bunching of coursework (Action Log, NSS)</p> <p>*Provide students with a timetable of coursework deadlines.</p> <p>Reduce assessment (University)</p> <p>*Programme leaders to review overall assessment on each programme and look at where we over assess</p> <p>Staff to review timing of feedback so that it is of use to students (NSS)</p> <p>*Staff to look at providing dates of when coursework will be returned and the type of feedback they can expect to manage expectation</p> <p>Review the amount of group work assessed for MSc Nutrition (Prog Review)</p>	<p>Module leaders/SSO/Programme Leaders (Jan 2018)</p> <p>Programme Leaders (Sept 2018)</p> <p>All teaching staff (Sept 2018)</p> <p>Programme Manager (MSc Nutrition) (Sept 2018)</p>
Academic support	<p>Still some continuous runs of lectures</p> <p>*SESM and SES reviewed timetabling to enable gaps between lectures. Completed April 2017.</p> <p>Still some variability in personal tutors</p> <p>*DSE re-circulated personal tutor roles and standardise meeting guidance. Completed Feb 2017.</p>	<p>Events such as careers fair always clash with the same lectures (SSF)</p> <p>*Look to timetable events when all students are available from that cohort or look to run events on different days so that students can attend some of the events.</p> <p>International direct entry to second year students find it difficult to integrate at the start of term (SSF)</p> <p>*Create a buddy system for all direct entry students.</p>	<p>Employability Officer (Ongoing)</p> <p>SSO (Sept 2018)</p>
Organisation and management	<p>No clear role for Nutrition students in FOOD3371: Team project.</p> <p>*New module leader implemented clear nutrition specific roles into team project. Completed September 2016.</p>	<p>Improve the online timetable to show only sessions that are running</p> <p>* Module Leaders to advise SSO of what sessions will be taking place</p>	SSO and Module Leaders (Ongoing)

<p>Learning resources</p>	<p>Problems with booking FTL resources *New module leader and lab head implemented new rules on booking facilities. Completed September 2016.</p> <p>Catch up recordings still requested on science topics students have weaknesses. *Traditional tutorials were used for catch up. Staff to look at making these as podcast in the future.</p> <p>Concerns about prioritisation of research labs *Emails were sent to ensure all PG researchers understand limited time for UG lab work. Completed November 2016.</p>	<p>Staff to look at making podcast on areas where students are struggling (Action Plan)</p> <p>Staff to look at providing more online resources for example videos to back up laboratory classes and statistical learning online to be backed up with help classes</p>	<p>Module leaders (Sept 2018)</p> <p>All staff (Sept 2018)</p>
<p>Learning Community</p>		<p>International students sometimes struggle with both language skills and integration into the School (Prog Review, SSF, staff concerns) *Look into ways of supporting International students</p> <p>Students who have come from an alternative route (mature, non-A-levels etc.) have different needs and do not always get a chance to meet students from other years (PT meetings) *JBM suggested to set up an Unconventionals group to meet in Intro week and support each other through the year</p>	<p>SSO (Sept 2018)</p> <p>JBM/SSO (Sept 2017 Completed)</p>
<p>Student voice</p>		<p>Students to be responsible for the action log/plan (staff) *Reps to be approached at the next meeting</p> <p>Focus groups to be formed when issues arise</p> <p>Students to be included in discussions around module and programme changes</p>	<p>DSE (Jan 2018)</p> <p>DSE (Ongoing)</p> <p>DSE (Ongoing)</p>
<p>Personal development</p>	<p>Few nutrition placements</p>	<p>Personal tutors to meet with or contact their tutees before the end of teaching (Taught-student sub-committee)</p>	<p>SSO/PTs (Dec 2017 Completed)</p>

	<p>*Employability Officer working hard to find more paid nutrition placements. Ongoing</p> <p>More examination example classes/model answers needed</p> <p>*More examples or in class examination tutorials were provided this academic year. Completed Dec 2017.</p>	*SSO to send reminder to PTs to meet with students	
<p><i>additional headings can be added as appropriate, i.e inclusive learning and teaching practice, personal development, Leeds Curriculum</i></p>			