

ALLIANCE MANCHESTER BUSINESS SCHOOL

WAM MANAGEMENT GROUP

Thursday 31st March 2022

AGENDA

1. Apologies
2. Notes and Actions from Last Meeting (Attached)
3. Matters Arising from Last Meeting
4. Issues Raised by Divisions/Activity Areas (Attached)
5. Data Presentation & Communications around WAM (JB)
6. Any Other Business
7. Date of Next Meeting

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Thursday 31st March 2022

NOTES & ACTIONS

Present: Fiona Devine (Chair); James Bamber; Helen Dean; Janine Ellis; Elinor O'Connor; Christina O'Connor (Outgoing Secretary); Adam Butler (Secretary)

1. Apologies: Cornelia Lawson; Nikolay Mehandjiev; Jenny Rodriguez

2. Notes and Actions from Last Meeting

Under item 2, Cornelia Lawson's name was misspelt as Cordelia.

Action Point	Action	To Action	Outcome
5.2	Allowance for Ethics Reviews: To be discussed with Karen Niven as there are ethics issues and a possible effect on accreditation.	NM/EO'C	EO'C confirmed that this is being dealt with in NM's paper that was presented at SLT. The paper touched on a general approach to ethics clearance for MSc Projects, but in the Organisation Psychology and HRM groups, there is a role within them that is looking at ethics for students – particularly as those programs have subjects which are considered high risk.
5.9	Programme Direction and coordination allowances: To check whether resources can be moved round for programme support at peak times of the year.	JE/EO'C	This is a general issue that has now resolved. Also, upcoming resources are changing with the introduction of SEP.
5.9	Programme Direction and coordination allowances: Cornelia to send Janine list of areas needing attention.	CL/JE	Linked to above action and outcome.
5.10	MBA Co-ordinator allowances: Discuss role description with Xavier Duran then see if workload has changed. No change to be made at present.	JE	JE spoke to Xavier Duran and has confirmed that they are happy with the allowance given to staff.
5.12	MBA Allowances: discuss repeat-lecture issue with Xavier and Silvia.	JE	It had been queried by Silvia about how much allowance others have got for project coordination. Silvia and Xavier to discuss between themselves. Action: JB to send non-teaching roles WAM allocation details to Silvia and Xavier.

5.14	Moderation of RTP course units: James and Janine to look into details.	JB/JE	Considering the class sizes, moderation of these units is minimal work so will not be recorded in the WAM
6.	Executive Education WAM proposed changes: James, Jane, Fiona and Janine to discuss and clarify proposal	JB/FD/JE	We do want these changes coming through this committee, however needs to be discussed in greater detail. Action: a separate meeting is to be held to discuss this.

3. Matters arising from last meeting.

There were no matters arising from the last meeting.

4. Issues raised by Divisions/Activity Areas

4.1 Allowance for NPP development phase MSc Digital Marketing (Jamie Burton)

Proposed: The WAM allowance for the NPP development phase for MSc Digital Marketing is suggested to be 10% for the NPP phase in 2021-22. Once the programme is approved, the standard allowance for any new course units being developed for the programme will apply. This recognises that there is work associated with constructing the NPP1 on a discipline specific point of view. This is a practice that will be continued with other new programs.

Agreed: there should be a 10% allowance during the period the NPP is being proposed.

4.2 WAM allowance for PGR supervision (Nikolay Mehandjiev) – already confirmed by SLT

Document attached as Appendix A.

Noted: PhD programme now extended from 3 to 4 years. The WAM allowance for supervising new PhD students in year 4 of the programme will be 50 hours. DBA student supervision for the new programme launched from 2021 onwards to be given same allowance as full time PhD ie 50 hours per annum for the 4 years of the programme.

Agreed: Confirmed by SLT and noted that this is for new DBA and PhD starters only.

4.3 Journal Editorship (Nikolay Mehandjiev)

Noted: There should be no WAM allocation for journal editorship, though there are specific WAM allocations for specific journals. This is currently taken out of the teaching time, but should be taken out of total time.

Action: NM and Leo Tarasov to gather evidence from other schools to ascertain what our external competitors do regarding WAM allocation for journal editorship.

4.4 PGR Supervision During Sabbaticals (James Bamber)

Noted: As it currently works, the WAM allocation for PGR supervision continues when a member of staff is on sabbatical and the sabbatical allowance is reduced by the same amount so that the person is not over WAM during the sabbatical period.

Agreed: that if an academic is on sabbatical whilst continuing with PGR supervision, they will be recorded as up to WAM, but not over.

4.5 Changes to Director of Undergraduate Programmes Role (Elinor O'Connor) – already confirmed by SLT

Document attached as Appendix B.

Agreed: Confirmed and approved by SLT previously and formally agreed by this committee, that this role's WAM allowance will be increased from 40% to 50%.

4.6 Distortion in Coordination and Marking Time (Silvia Massini)

Dismissed: the committee has decided to dismiss this issue, as it is not possible to go into each specific course unit within the WAM review.

Action: JE to speak with Ben Goldblum and feedback the comment of there being no admin support on BMAP courses.

4.7 Co-piloting issue raised in previous meeting – item 4.6 - (Stuart Hyde)

Action: EO'C to speak with Stuart Hyde to ascertain the specifics of the issue and that correspondence should be logged between WAM Group meetings.

4.8 Allocation in Executive Education when Convenor and Teacher are the same person (Bryan Lukas)

Noted: this will be picked up in separate meeting (Action point 2.6).

Action: JB to check through WAM to see if there are any examples at UG or PGT level where there is one individual picking up both the teaching and coordination. JB to share findings with the group after the meeting.

5. Data Presentation & Communications around WAM (James Bamber)

Noted: JB gave a presentation on Power BI.

Action: JB to share this Power BI presentation with the Heads of Divisions to show its capabilities and how it can shape our thinking. Also to consider whether it is worthwhile doing the same with local leadership teams – would their preference be to talk this through at SLT or in one-to-one meetings?

Action: FD to raise this at the next SLT meeting.

6. Any Other Business

6.1 Changes around how much WAM a Director of an Institute is allocated (Fiona Devine)

Noted: There are new rules that state the allocation is capped at 60% as a total amount, and any Division of that can vary within the institute. This change in allowance is not retrospective, but will go into job descriptions that have already been advertised. This will apply to MIOIR and SCI when new appointments are confirmed shortly.

6.2 Ethics (Janine Ellis)

Action: JB and NM to go through ethics and the impact on next year's WAM, following what is discussed and confirmed in the SLT meeting.

6.3 Allocation for UG Programme Director Roles (Elinor O'Connor)

Noted: Most UG programme director roles have an allowance of 200 hours, with the exception of BSc Management, which has an allowance of 300 hours in recognition of it being a significantly bigger programme than all others. However, BSc Accounting has an allowance of 160 hours and I'm not sure why this is lower than the 'standard' 200 hours. ITMB and International Management have similar numbers to those on Accounting, but have a more streamlined third year activity (year abroad/placement), which results in the standard 200 hours – therefore BSc Accounting should be checked whether this appropriate.

Agreed: BSc Accounting WAM allowance to be left at 160 hours and can be re-assessed at a future date.

Noted: There has also been an anomaly noticed within the citizenship allowance, that the ITMB Director had been given 200 additional hours on top of being Programme Director for ITMB specific activities, which shouldn't be given.

Action: JB to feedback to Jamie Burton that the additional 200 hours given should be removed.

Action: JB to check that the 2021/22 WAM document includes the allowance for the BSc Business Accounting as was not present in the 2020/21 version.

6.4 WAM for ITMB Final Year Project Supervisions/Dissertations – Action Point 4.5 from WAM Management Group Meeting June 2021 (Elinor O'Connor)

Agreed: The allowance for UG A&F individual project allowance supervision and ITMB group project allowance supervision will not be changed.

7. Date of Next Meeting

Tuesday 21st June 2022

Action Point	Action	To Action
2.5.12	MBA Allowances: Send non-teaching roles WAM allocation details to Silvia Massini and Xavier Duran	JB
2.6	Executive Education WAM Proposed Changes: Arrange a separate meeting to discuss Executive Education WAM proposed changes	JB/FD/JE
4.3	Journal Editorship: Work with Leo Tarasov to gather evidence from other schools to ascertain what our external competitors do regarding WAM allocation for journal editorship.	NM
4.6	Distortion in Coordination and Marking Time: Speak with Ben Goldblum and feedback the comment of there being no admin support on BMAP courses.	JE
4.7	Co-piloting Issue Raised in Previous Meeting: Speak with Stuart Hyde to ascertain the specifics of the issue and that correspondence should be logged between WAM Group meetings.	EO'C
4.8	Allocation in Executive Education when Convenor and Teacher are the Same Person: Check through WAM to see if there are any examples at UG or PGT level where there is one individual picking up both the teaching and coordination. JB to share findings with the group after the meeting.	JB

5.0	Data Presentation & Communications around WAM: Share this Power BI presentation with the Heads of Divisions to show its capabilities and how it can shape our thinking. Also to consider whether it is worthwhile doing the same with local leadership teams – would their preference be to talk this through at SLT or in one-to-one meetings?	JB
5.0	Data Presentation & Communications around WAM: raise the Power BI presentation at the next SLT meeting.	FD
6.2	Ethics: Go through ethics and the impact on next year's WAM, following what is discussed and confirmed in the SLT meeting.	JB/NM
6.3	Allocation for UG Programme Director Roles: Feedback to Jamie Burton that the additional 200 hours given to PD for ITMB should be removed.	JB
6.3	Allocation for UG Programme Director Roles: JB to check that the 2021/22 WAM document includes the allowance for the BSc Business Accounting as was not present in the 2020/21 version.	JB