**ALLIANCE MANCHESTER BUSINESS SCHOOL**

**WAM MANAGEMENT GROUP**

**Tuesday 21st June 2022**

**NOTES & ACTIONS**

**Present:** Fiona Devine (Chair); James Bamber; Helen Dean; Michelle Kipling; Cornelia Lawson; Nikolay Mehandjiev; Elinor O'Connor; Jenny Rodriguez; Adam Butler (Notes)

1. **Apologies:** Sarah Featherstone (Michelle Kipling in attendance on behalf)

2. **Minutes of the Last Meeting - 31st March 2022**
   Approved

3. **Matters Arising from Last Meeting** (Not Elsewhere on the Agenda)

| | | | |
|---|---|---|---|
| **Actions from Meeting Held on 31st March 2022** | | | |
| **Action Point** | **Action** | **To Action** | **Progress** |
| 2.5.12 | **MBA Allowances:** Send non-teaching roles WAM allocation details to Silvia Massini and Xavier Duran | JB | Complete |
| 2.6 | **Executive Education WAM Proposed Changes:** Arrange a separate meeting to discuss Executive Education WAM proposed changes | JB/FD/JE | **Ongoing Action:** Adam Butler to Set Up a Meeting between Fiona Devine, James Bamber & Sarah Featherstone |
| 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 | **Ongoing Action:** Nikolay Mehandjiev to submit paper on what other external competitors do regarding WAM allocation for journal editorship. |
| 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 | **Action:** Michelle Kipling to follow up to see if Sarah Featherstone needs to contact Ben Goldblum |
| 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 | Complete |
| 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 | JB | Complete<br><br>**Noted:** that there was an anomaly present in Executive Education, but not present in UG or MSc. |

| | | | |
|---|---|---|---|
| | share findings with the group after the meeting. ***Update: JB's findings are attached alongside this agenda.*** | | |
| 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 | Complete<br><br>**Action:** James Bamber to also share this access with SAG heads. |
| 5.0 | **Data Presentation & Communications around WAM:** raise the Power BI presentation at the next SLT meeting. | FD | **Ongoing Action:** James Bamber to join future SLT and give a demo, to ensure that Heads of Divisions know how to use Power BI. |
| 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 | **Ongoing Action:** James Bamber & Nikolay Mehandjiev to arrange meeting to discuss. |
| 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 | **Complete** |
| 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 | **Complete** |

4. **Issues raised by Divisions/Activity Areas**

   4.1 **WAM allowance steps for MSc Coordination – A&F (Anne Stafford)**

   **Commented:** That it is a fair suggestion to match it with UG, due to increases to MSc in recent years.

   **Action:** Elinor O'Connor to look further into this and feedback suggestions to the Chair, regarding whether the step scale is appropriate on some of the bigger course units.  Elinor O'Connor to come back to the group with a proposal.

   4.2 **Student Numbers & Covid Related Student Engagement Resits and Marking Deadline Pressure – A&F (Anne Stafford)**

   **Commented:** That usually resit numbers are small, but due to online exams and increased student numbers (especially at UG level), you could have a situation where you have excess of 100+ on some courses.  This may be a short-term problem though, so this will be

investigated further, and if it is deemed that the issue will continue next year, then it would be looked at implementing a step system into the WAM for next year.

**Action**: James Bamber to speak with Ben Goldblum to gather facts of the situation, whether there is an increase in resits and get a better idea of the scale of growth.

5. **AOB**

   5.1 **WAM Allowance for the Deputy Director Role on the BSc Management Course (Elinor O'Connor)**

   **Proposed:** Due to a significant increase in students on this course, it has been agreed that appoint a deputy to support new director this September, given that the director is new and the increase in numbers. Therefore, a WAM allowance needs to be agreed – the last time a deputy was appointed, 100 WAM hours were allocated annually.

   **Agreed:** The group agrees that this proposal is appropriate.

   **Action:** Adam Butler to write this into the WAM policy document under exceptional circumstances. For BSc Management, when student numbers are very high, allocating a deputy an allowance of 100 hours annually would be appropriate. WAM Management Group Chair & Secretary to discuss wording so as whether this would apply to other programmes.

   5.2 **Increase in Student Numbers (Fiona Devine)**

   **Commented:** We are very likely to have 150 extra UG students, due to a growth in overseas applications. This is despite raising the grades on some of the UG courses. We will be mitigating the effects of this, by appointing additional staff members.

   5.3 **Assessment and How We Account for MCQ examinations (Stuart Hyde)**

   **Action:** Elinor O'Connor to look at this and feed back directly to Stuart Hyde.

   5.4 **Transparency of WAM (Fiona Devine)**

   **Action:** Adam Butler to speak to Catherine Isaacs about sending out comms to staff relating to where they can find the previous WAM minutes on StaffNet.

6. **Date of Next Meeting**
   TBC

| Action Point | Action | To Action |
|---|---|---|
| 4.2.6 | **Executive Education WAM Proposed Changes:** Set Up a Meeting between Fiona Devine, James Bamber and Sarah Featherstone. | **AB** |
| 4.4.3 | **Journal Editorship:** Submit paper on what other external competitors do regarding WAM allocation for journal editorship. | **NM** |
| 4.4.6 | **Distortion in Coordination and Marking Time:** Follow up to see if Sarah Featherstone needs to contact Ben Goldblum. | **MK** |

| | | |
|---|---|---|
| 4.5.0 | **Data Presentation & Communications around WAM:** Share Power BI access with SAG heads also. | JB |
| 4.5.0 | **Data Presentation & Communications around WAM:** Join future SLT and give a demo, to ensure that Heads of Divisions know how to use Power BI. | JB |
| 4.6.2 | **Ethics:** Arrange meeting with each other to discuss. | JB/NM |
| 5.1 | **WAM allowance steps for MSc Coordination:** Look further into this and feedback suggestions to the Chair, regarding whether the step scale is appropriate on some of the bigger course units. Elinor O'Connor to come back to the group with a proposal. | EO'C |
| 5.2 | **Student Numbers & Covid Related Student Engagement Resits – Marking Deadline Pressure:** Speak with Ben Goldblum to gather facts of the situation, whether there is an increase in resits and get a better idea of the scale of growth. | JB |
| 6.1 | **WAM Allowance for the Deputy Director Role on the BSc Management Course:** Write this into the WAM policy document under exceptional circumstances. For BSc Management, when student numbers are very high, allocating a deputy an allowance of 100 hours annually would be appropriate. Chair & Secretary to discuss wording so as whether this would apply to other programmes. | AB |
| 6.3 | **Assessment and How We Account for MCQ examinations:** Look further into this and feed back directly to Stuart Hyde. | EO'C |
| 6.4 | **Transparency of WAM:** Speak with Kathryn Howard about sending out comms to staff relating to where they can find the WAM minutes on StaffNet. | AB |