

School of Mathematical Sciences
Undergraduate Student Staff Liaison Committee
25th October 2022

Draft Minutes

Staff members present:

Name	Role
Shabnam Beheshti (JW)	Chair and Director of Education
Alex Clark (AC)	Head of School
Simon Rawstron (SR)	Education Services Manager
Maria Patsou (MP)	Secretary and Education Services Administrator
Dale Breame (DB)	Education Services Officer
Bindiya Chongbang (BC)	Education Services Administrator
James Soderman (JSo)	Faculty Liaison Librarian: Science and Engineering
Andrea Pinner (AP)	Careers Consultant
Bindiya Chongbang (BC)	Education Services Administrator

Student members present:

Name	Programme name and level
Haaris Butt (HB)	Mathematical Sciences (Single Honours) Year 1 Rep
Rujul Godghate (RG)	Mathematical Sciences Joint Honours Year 1 Rep
Yasir Barlas (YB)	Mathematical Sciences (Single Honours) Year 3
Syed Haider (SH)	Mathematical Sciences (Single Honours) Year 2
Riya Vasa (RV)	Mathematics and Statistics Y3

Apologies for absence:

Name	Role or Programme name and level
Weini Huang	Chair and Director of Student Experience

Alex Clark (AC)	Head of School
Sebastian del Bano Rollin (SdBR)	Deputy Director of Education
Hamida Begum (HB)	Student Support Officer
Jade Mills (JM)	E-learning Technologist
Nasteexa Ahmed (NA)	Mathematics with Management Year 1
Samitaa Pakeerathan (SP)	Mathematical Sciences (Single Honours) Year 2
Lady Angel May Navarra (LN)	Actuarial Science Year 2

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2022.001	SB, who filled in as Chair in WH's absence, welcomed everyone to the second UG SSLC meeting and everyone introduced themselves.
1(b)	Apologies for Absence
2022.002	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2022.003	The committee approved the minutes of the meeting held on 9 th March 2022 with no amendments noted.
1(d)	Report on matters arising and actions taken
2022.004	2021.119: SB explained that the item refers to an ongoing discussion about adding more compulsory modules to programmes to enable students to take key pre-requisites for modules in Year 3 and confirmed that, in terms of feedback from the students, this item was complete. 2021.133: This item is complete. 2021.144: This item is complete. 2021.153: This item is complete. 2021.162: This item is complete. 2021.169: This item is complete.
1 (e)	Terms of reference and membership
2022.005	The committee discussed the terms of reference and membership

	and noted the following:
2022.006	<p>SB and MP noted the nature of the meetings, i.e. that these are meetings that student reps should come to with concerns and other comments and that, with training, they will gain a better understanding of their role and how they can collect feedback from student colleagues. MP added that students can also direct queries to module organisers themselves if the query is about a particular module and, if not resolved, these can be escalated to the SSLC. SB noted that if more meetings are required it is possible to organise them and, if new matters arise in-between meetings, students and student reps can always raise these with the School. SB also noted that this Committee should serve as a way for staff and students to collaborate and for students to lead on matters that concern them. For this purpose, the role of co-chair is available to the students, which can change for every meeting if the demand is such. Finally, SR noted that roles like programme representative and committee co-chair will now be included to students' transcript to honour the significance of the role undertaken. ACTION: MP to circulate the Terms of reference and membership to the Committee.</p> <p>ACTION: MP to email reps about expression of interest for co-chairing.</p>
1(f)	Admissions, induction and enrolment
2022.007	The committee discussed the processes of admissions, enrolment and induction and noted the following:
2022.008	<p>SB noted that this year the School had their largest cohort and, as a result, the School has split bigger modules into groups so that students still feel they are in a manageable environment in terms of numbers. 1st Year Reps, to whom this is more relevant, have confirmed that lecture groups have helped in this way, as lecture rooms are busy but do not feel crowded. SR noted that we have approximately 1300 students in the School and 529 of them are 1st Year. SB also noted that Welcome Week had a very good turnout of students.</p>
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	Programme/module developments and amendments
2022.009	The committee reviewed proposed programme / module developments and amendments. The following feedback was received from student representatives:
2022.010	Nothing to report

2(b)	Student feedback Learning and teaching matters Assessment and feedback Academic support Organisation and communication
2022.011	Representatives reported on learning and teaching matters and the following points were noted:
2022.012	1 st Year Reps reported that teaching is good.
2022.013	1 st Year Reps reported that the Calculus software has glitches, and it is difficult to set up. ACTION: SB to discuss the issue of Calculus software glitches, with the module organiser.
2022.014	1 st Year Reps also noted one-to-one teaching would be good on more difficult topics. SB queried about the use of tutorials and student reps confirmed that this is more about a review of the week and that asking students what they would like covered in the tutorials would be more helpful. SB advised that students can bring this up with the tutors at the beginning of the tutorial and to utilise lecturer office hours. ACTION: SB to discuss with all Year 1 lecturers about the format of tutorials. ACTION: SB to highlight to all Year 1 lecturers to make their office hours clear to all students as an opportunity for one-to-one support.
2022.015	2 nd Year Reps noted that teaching has been going smoothly.
2022.016	3 rd Year Reps reported that students are not happy with the teaching for MTH6154-Financial Mathematics I. They noted that that the lecturer reads slides out and the lectures are not interactive. The lecturer conducts the seminar as well which is more interactive. Student reps suggested that adding a few examples would help with following the material more effectively. ACTION: SB to discuss with the module organiser for MTH6154 how the seminars (at least) can become more interactive.
2022.017	Representatives reported on assessment and feedback and the following points were noted:
2022.018	2 nd Year Reps noted that a face-to-face exam is a scary prospect for them as they lack exam practice. 3 rd Year Reps expressed similar concerns, but they also reported that students who want to continue with MSc degrees would find the experience of face-to-face exams helpful. SB noted the decision to

	<p>move exams to a face-to-face format was not taken easily and that the School is not against the students, rather they want see them succeed. She noted that last year QMUL Maths was one of very few Maths departments in the Russell Group and in the UK not to return to face-to-face exams and external examiners stressed that to the School. Additionally, she noted that the experience of face-to-face exams will benefit students professionally as most interviews involve an assessment component. SB noted that 2nd and 3rd Year students will be offered mock exams during Week 7. SR noted that this is designed so that students experience the practical aspects of face-to-face and the environment in which these take place. SR also noted that the assessment was not part of the students' overall marks. This is early enough so that students can raise concerns about the process to the School. 2nd Year Reps responded that this will be a helpful measure. SB also noted that module organisers know to be clear to students about the exam's structure and will provide access to past papers for access. Additionally, students will have up to three pages allowance of notes during the examinations. 3rd Year Reps reported that students have complained that 3 pages are not enough. SB noted that she will ask lecturers to provide key formulas in advance, so that students do not have to include them in their notes. SB asked student reps to let the School know in what other ways they could support students.</p> <p>ACTION: SB to speak to module organisers to ensure they make the examination structure clear and to provide key formulas to students in advance.</p>
2(c)	<p>Learning resources</p> <ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT • Careers
2022.019	Representatives reported on Library facilities / materials (books, journals etc.) and the following points were noted:
2022.020	JS reported that there is a lot of training available to students and that includes: Writing skills, Study skills, Exams support, Finding Resources.

2022.021	JS reported that refurbishment on the 2 nd floor will begin in November 2022 and in March 2023 on the 3 rd and 4 th floor. Students can use the temporary building for study, if needed, during this time.
2022.022	In response to a report of vending machine not working, JS noted that if something is not working in the library, students should report it in the Welcome Desk.
2022.023	Representatives reported on Careers and the following points were noted:
2022.024	AP announced that this year Careers has started delivering 10-minute shout outs for students at the end of lectures and would like to hear from reps how these are working. Student reps have noted that the shout outs have worked quite well and were interactive, but longer sessions (around 30 minutes long) would also be beneficial. Some of the 3 rd Year Reps noted that they would like to receive more information about academic opportunities such as MScs and PhDs. ACTION: MP to circulate AP's contact email so that they can provide feedback and ask queries at any time.
2022.025	AP noted that QMPlus is now utilised for Careers and would like to know from student reps how useful this is.
2022.026	AP noted that there will be a half day Careers event for finalists.
2022.027	SB noted that Dr Sebastian del Bano Rollin will be running a session for Year 1 students and has asked Year 2 students to let the School know what they need.
2(d)	Student feedback NSS PTES UKES
2022.028	The committee discussed responses to NSS PTES and UKES and noted the following:
2022.029	SB noted that the School will circulate papers with NSS results and student reps can prepare questions in advance of the next meeting, when NSS will be discussed in more detail. ACTION: SB and MP to circulate NSS papers to student reps in advance of the next meeting.
2(e)	Consideration of Student Experience Action Plan (SEAP), Student Experience Action Matrix (SEAM) or Taught Programme Action Plans (TPAP)

2022.030	The committee discussed responses to Consideration of Student Experience Action Plan and noted the following:
2022.031	Nothing to report
2 (f)	Periodic Review
2022.032	The committee discussed responses to the Periodic Review and noted the following:
2022.033	There is no Periodic Review this year
2 (g)	Consideration of External Examiner reports
2022.034	The committee discussed responses to the Consideration of External Examiner reports and noted the following:
2022.035	The reports will be reviewed and discussed in the next meeting
Part 3 – Any Other Business	
2022.036	The following items were raised under Any Other Business:
2022.037	SB queried about whether students are happy to change the name of the committee to Student Voice to reflect the role of the committee more accurately. There were no objections from student reps or staff.
Part 4 – Date of the next meeting	
2022.038	The next meeting is set to take place on 29 th November 2022, at 10 pm

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2022.006a	Circulate the Terms of reference and membership to the Committee.	MP	ASAP	Open	
2022.006b	Email reps about expressions of interest for co-chairing.	MP	ASAP	Open	
2022.013	Discuss the issue of Calculus software glitches, with the module organiser.	SB	ASAP	Open	
2022.014a	Discuss with all Year 1 lecturers about the format of tutorials.	SB	ASAP	Open	
2022.014b	Highlight to all Year 1 lecturers to make their office hours clear to all students as an opportunity for one-to-one support.	SB	ASAP	Open	
2022.016	Discuss with the module organiser for MTH6154 how the seminars (at least) can become more interactive.	SB	ASAP	Open	

2022.018	Speak to module organisers to ensure they make the examination structure clear and to provide key formulas to students in advance.	SB	ASAP	Open	
2022.024	Circulate AP's contact email so that they can provide feedback and ask queries at any time.	MP	ASAP	Open	
2022.029	Circulate NSS papers to student reps in advance of the next meeting.	MP	ASAP	Open	