

School of Mathematical Sciences
Undergraduate Student Voice Committee
7th February 2023

Draft Minutes

Staff members present:

Name	Role
Weini Huang (WH)	Chair and Director of Student Experience
James Soderman (JS)	Faculty Liaison Librarian
Shabnam Beheshti (JW)	Director of Education
Simon Rawstron (SR)	Education Services Manager

Student members present:

Name	Programme name and level
Yasir Barlas (YB)	Co-chair and Mathematical Sciences (Single Honours) Year 3
Athisha Sivabalan (AS)	Computer Science and Mathematics Year 1
Omar Sawalha (OS)	Computer Science and Mathematics Year 1
Aastha Kansara (AK)	Economics, Statistics and Mathematics Year 3
Syed Haider (SH)	Mathematical Sciences (Single Honours) Year 2
Riya Vasa (RV)	Mathematics and Statistics Y3
Nasteexa Ahmed (NA)	Mathematics with Management Year 1
Rujul Godghate (RG)	Mathematical Sciences Joint Honours Year 1 Rep

Apologies for absence:

Name	Role or Programme name and level
Alex Clark (AC)	Head of School
Bindiya Chongbang (BC)	Education Services Administrator
Dale Breame (DB)	Education Services Officer

Hamida Begum (HB)	Student Support Officer
Jade Mills (JM)	E-learning Technologist
Maria Patsou (MP)	Secretary and Education Services Administrator
Maryfaith Azogu (MA)	Economics, Statistics and Mathematics Year 1
Omar Ismail (OI)	Mathematics with Finance and Accounting Year 1
Sebastian del Bano Rollin (SdBR)	Deputy Director of Education

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2022.078	The Chair welcomed everyone to the meeting, and everyone introduced themselves.
1(b)	Apologies for Absence
2022.079	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2022.080	The Committee approved the minutes of the meeting held on 29 th November 2022 with no amendments noted.
1(d)	Report on matters arising and actions taken
2022.081	<p>2022.053 (<i>2022.54 on actions in previous minutes</i>): WH confirmed that this had been checked and that the action was complete.</p> <p>2022.057 (<i>2022.58 on actions in previous minutes</i>): WH confirmed that conversations had taken place with the Module Organisers. WH confirmed that this action was complete.</p> <p>2022.063 (<i>2022.062 on actions in previous minutes</i>): WH confirmed that SB and MP had been looking into this. SB reported that for a WhatsApp group the difficulty was that SMS would need to monitor the activity and content. The Reps commented that it was mainly looking for a way for JH students to be in touch with each other. WH suggested that JH students could have a lunch in the Social Hub. SB advised that she will continue to review ways of how to do this. WH confirmed that this action was complete.</p> <p>2022.066 (<i>2022.065 on actions in previous minutes</i>): WH confirmed that she had spoken to Kieran Hayde (the School's Marketing & Communications</p>

	<p>Officer) and that this would start shortly, and the Student Voice Committee were encouraged to send ideas to MP. WH confirmed that this action was complete.</p> <p>2022.067 (2022.066 on actions in previous minutes): WH stressed to the Student Voice Committee how important it was that students take part in giving feedback via the Module Evaluation tool and encouraged the Student Voice Committee to think about who we could get the response rates up. The Reps commented that, for example, EECS give 2% towards their final marks for completion. As semester 1 module evaluations were now over, WH confirmed that this action was complete.</p> <p>2022.075 (post meeting notes [action 1]): WH confirmed that all students should have been sent practice materials. WH confirmed that this action was complete.</p> <p>2002.076 (post meeting notes [action 2]): WH confirmed that there had been lots of examples this year compared to other year, but that students should continue to provide both +ve and -ve feedback. WH confirmed that this action was complete.</p> <p>2002.077 (post meeting notes [action 3]): SB advised the Student Voice Committee that she had spoken to the Module Organiser about this. She also confirmed that the Student Voice Committee that she was currently reviewing all module assessments and would be creating a heat map with a view to spreading out all assessments for students. WH confirmed that this action was complete.</p> <p>ACTION: SB to check all the semester 2 assessment deadlines in advance of the next meeting.</p>
1(e)	Admissions, induction and enrolment
2022.082	Nothing to report
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	Programme/module developments and amendments
2022.083	SB advised the Student Voice Committee that from the 2023/24 academic year there will be new, level 4, 30 credit modules, which would mean that single honours and joint honours could be split. SB confirmed that this will feel more 'fit for purpose' for year 1 students.

2022.084	<p>SB confirmed that she was looking at how many compulsory modules year 2 students had on their programmes with a view to helping to provide modules that related to areas of specialism. SB advised the Student Voice Committee that she would present proposals for adding and cutting modules at a forthcoming meeting. Reps advised SB that there weren't enough Management modules as year 3 options for JH students. SB advised she had met with her SEF counterpart to discuss this and would be meeting with her SBM counterpart to do the same.</p> <p>ACTION: SB to report back to the Student Voice Committee on the choice of Management modules.</p>
2022.085	<p>Reps reported not having Introduction to Algebra as an option and SB advised they may offer this as an option.</p>
2022.086	<p>SB commented that there was low turnout for the Careers and Enterprise meetings and that she's going to propose that across 3 years there will be Professional Skills for Mathematics. SB advised that this would be a zero credits module over 10 weeks each year, that could include in year 2 [for example];</p> <ul style="list-style-type: none"> • Advisor Meetings • Attending a Careers and Enterprise event • Producing a CV • Applying for an internship <p>SB suggested that students would need to achieve at least 7 of these activities to get the module onto their transcripts and in year 3 it would be important for students to choose some modules that have Professional Development aspects to them. SB asked the Student Voice Committee Reps for their comments.</p>
2022.087	<p>Reps advised that they were not sure if students would engage with this as it would be zero credit and of no benefit to their degree outcome. It was noted that SEF already have something similar and that students would not want to see a fail (F) grade on their transcript because of this.</p> <p>It was noted that this could help give students the skills they need to apply for jobs. It was noted that some Maths students already attended EECS events and that EECS had some big companies coming in. SB confirmed that there</p>

	was an event coming up in week 7 and that information would follow. When encourage students to make more use of Advisor meetings, especially in year 1.
2(b)	Student feedback Learning and teaching matters Assessment and feedback Academic support Organisation and communication
	Representatives reported on learning and teaching matters and the following points were noted:
2022.088	Year 1 Reps reported that they had a tutorial cancelled last week and wanted at least days' notice. They also advised that if tutorials were recorded, they would have been able to watch that instead. SR explained that Module Organisers don't need to advise if they're striking, but that the School appreciated how frustrating this could be. SR also made the Student Voice Committee aware that there were, potentially, 18 strike days this semester and that the School was monitoring things closely with regard to missed teaching.
2022.089	Year 1 Reps queried the change of programme (placements) process and SR and BC explained this. SR advised that all queries should come to maths@qmul.ac.uk .
2022.090	Year 2 Reps advised they had no comments other than the share the concerns about strikes and missed teaching.
2022.091	Year 3 Reps advised that they missed a lecture on day 1 of term for MTH6113 that was made up, but are missing an hour's teaching from 6 February 2023. ACTION: Investigate what Year 3 Reps advised about missing are missing an hour's teaching from the 6th February 2023 MTH6113 lecture.
	Representatives reported on organisation and communication and the following points were noted:
2022.092	Nothing to report.
2(c)	Learning resources <ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus

	<ul style="list-style-type: none"> • QReview • Updates from faculty E-learning forums • IT
	Representatives reported on Library facilities / materials (books, journals etc.), and the following points were noted:
2022.093	JS reported that there was now a Maths and Stats hub in the library that would be especially useful for year 1 students. There are drop-in sessions available, and students should visit the website for more details.
2022.094	JS reported that there would be LGBTQA history month events taking place.
2022.095	JS reported that due to the refurbishment, there was now more space available in the library now and more to follow by the end of the academic year. The Reps reported some issues with noise that JS discussed with them to target the best places in the library to attend.
2022.096	JS reported that Bite Size sessions are now available.
2(d)	Student feedback NSS PTES UKES
	The committee discussed responses to NSS, PTES and UKES and noted the following:
2022.097	WH explained what happened in 2021/22 with NSS feedback and encourage year 3 students to complete the feedback for this year. She explained that the School achieved a response rate of just over 50% but was aiming for higher this year.
2(e)	Consideration of Student Experience Action Plan (SEAP), Student Experience Action Matrix (SEAM) or Taught Programme Action Plans (TPAP)
	The committee discussed responses to Consideration of Student Experience Action Plan and noted the following:
2022.098	SB explained the following to Student Voice Committee; (SEAP) - Student Experience Action Plan – not being used so should be removed from the minutes going forward, but SB will be advising students what's happening.

	(SEAM) - Student Experience Action Matrix – not being used so should be removed from the minutes going forward. (TPAP) - Taught Programme Action Plans – not being used so should be removed from the minutes going forward.
2 (f)	Consideration of External Examiner reports
	The committee discussed responses to the Consideration of External Examiner reports and noted the following:
2022.099	WH guided Reps through the External Examiner reports and SR explained how External Examiners fit into the School's examination preparations.
Part 3 – Any Other Business	
2022.100	The following items were raised under Any Other Business:
2022.101	Nothing to report
Part 4 – Date of the next meeting	
2022.102	The next meeting is set to take place on TBA
Post Meeting Notes (received via email)	
Message received from Syed Haider	
<p><i>'Many students have come to me post the SSLC with their concerns around the assessment format and the shift to in-person exams.</i></p> <p><i>And I do understand their concerns. I agree with them that we are in the same position as 3rd year students when it comes to not having enough time to prepare for in-person examinations.</i></p> <p><i>I am in many group-chats where students are very concerned about the change in exam format from doing online exams in the first semester to being asked to do the remainder of their exams in-person now. All students in these group chats hope to discuss having the remainder of our examinations online and given the same treatment as the 3rd year students. I understand many students have made formal complaints regarding this and other students are terrified with the fact that next year examinations will have much more weightage. Now a year is not enough time to prepare any of us for in-person exams regardless of what kind of preparatory mock assessments are provided. This is definitely a point the students would like to discuss and ask to have necessary changes made.'</i></p>	
It was noted that this query was responded to by SR and SB with the advice that the assessment format for semester to had been discussed and agreed with School and SU Reps in December 2022.	

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2022.081	Check all Semester 2 assessment deadlines in advance of the next meeting.	SB	ASAP	Open	
2022.084	Report back to the Student Voice Committee on the choice of Management modules.	SB	ASAP	Open	
2022.091	Investigate what Year 3 Reps advised about missing are missing an hour's teaching from the 6th February 2023 MTH6113 lecture.	SR	ASAP	Open	