

**Confirmed Minutes**

**Staff members present:**

<b>Name</b>	<b>Role</b>
Weini Huang (WH)	Reader/Director of Student Experience/Meeting Chair
Mark Walters (MW)	Reader/ Director of Education
Robert Johnson (RJ)	Senior Lecturer/Deputy Director of Education
Maria Patsou (MP)	Education Services Administrator/Meeting Secretary
Jacques Rogers (JR)	Information Skills Assistant-Library
Harvey Abraham-Green (H AG)	Faculty Student Success and Engagement Manager

**Student members present:**

<b>Name</b>	<b>Programme name and level</b>
Nasiha Khan (NK)	Mathematics Year 1
Satvika Mishra (SM)	Mathematics Year 2/Co-chair
Fatehdeep Singh (FS)	Mathematics with Finance and Accounting Year 2
Benjamin Thum (BT)	Mathematics with Finance and Accounting Year 3
Daranfan Muralitharan (DM)	Mathematics and Statistics with Professional Placement Year 3

**Apologies for absence:**

<b>Name</b>	<b>Role or programme and level</b>
Boris Khoruzhenko (BK)	Head of School
Sebastian del Bano Rollin (SdBR)	Employability Lead
Simon Rawstron (SR)	Education Services Manager
Bindiya Chongbang (BC)	Education Services Administrator
Jade Mills (JM)	Digital Learning Technical Adviser
Sajida Rahman (SR)	Student Support Officer
James Soderman (JS)	Faculty Librarian-Science and Engineering
Sonia Lassami (SL)	Careers Consultant
Elliott Welch (EW)	Faculty Student Engagement and Support Manager

Deanna Patel (DP)	Mathematics with Finance and Accounting Year 1
Vidhi Sureka (VS)	Economics, Statistics and Mathematics Year 3
Mehmet Melih Sahin (MMS)	Computer Science and Mathematics Year 2

Part 1 – Preliminary Items	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2023.111	The Chair welcomed everyone to the meeting and new members introduced themselves.
<b>1(b)</b>	<b>Apologies for Absence</b>
2023.112	The committee noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Minutes of the previous meeting</b>
2023.113	The committee approved the minutes of the meeting held on 15.02.2023.
<b>1(d)</b>	<b>Report on matters arising and actions taken</b>
2023.114	<p>2023.080a: This action remains open and has now been transferred to MW. In reference to this item, item 2023.069 is quoted below for MW's consideration: <i>IM (Ibtisam Musa-2<sup>nd</sup> Year rep) referred to certification lists provided in the School of Economics and Finance, and SB requested to see this list to get an idea of the nature of certifications and how this can be implemented in Maths. She also noted that some certifications are available for students already and it is possible to have them added to their transcript as well as other structured activities.</i></p> <p>2023/080B: This action remains open.</p> <p>2023.089: This action is complete. All lectures have now added summary slides to their module pages.</p> <p>2023.090: This action is complete. More breaks has been implemented.</p> <p>2023.093a: This action is complete. No further feedback was given by the students.</p> <p>2023.093b: This action remains open. MW queried about whether Year 1 reps feel that the pace of MTH4500 is slow and that the knowledge is too 'basic'. NK noted that the module's content is very manageable.</p> <p>2023. 094: This action is complete. The module organiser noted that he now offers more examples during the class which should aid attention.</p> <p>2023.095: This action is complete. MW enquired about whether 3 1-hour consecutive lectures would be better, with the caveat that this is a hypothetical discussion at the moment. Year 2 reps noted that it would depend on the module how difficult it is. BT noted that he found MTH5114 fine to follow, but that MTH6102 draining, therefore it would depend on the module. DM agreed about MTH6102, but noted that MTH6112 is difficult but more interactive.</p>

	<p>2023.096: This action is complete, i.e. the discussion took place. WH noted that the module organiser instructed that the videos are complementary. SM noted that now that the coursework part is over, the discussion can be geared toward exam preparation. <b>ACTION: WH to enquire with the module organiser whether R is going to be part of the exam for MTH5120.</b></p> <p>2023.098: This action remains open. It was noted that opinions vary about statistics modules and that the rep who raised this (Mohammed Waleed Hussain Talukdar) was not present to clarify. The original text from the item quoted below: <i>Year 2 Mathematics with Finance and Accounting reps noted that there are not enough Finance and Accounting modules in their programme and that the programme has a few of Probability and Statistics modules. SB noted that the foundation of the programme has to be Mathematics modules and while this matter will be looked into, Probability and Statistics modules will not disappear.</i></p> <p>2023.101a: This action is complete.</p> <p>2023.101b: This action is complete.</p> <p>2023.102a: This action is complete. MW noted that there should be designated sample papers for all modules before the end of term. If applicable, formulas will also be added. Guidance will also be given on how to use the 3 pages of notes to 3<sup>rd</sup> year students. <b>ACTION: MW to confirm whether notes for exams have to be/can be handwritten.</b></p> <p>2023.103: This action remains open.</p> <p>2023.105: This action is complete. However, the Maths and Stats cohort is underrepresented in the NSS. <b>ACTION: DM to get in touch with cohort and encourage them to complete the NSS.</b></p>
<b>1(e)</b>	<b>Admissions, induction and enrolment</b>
2023.115	The committee discussed the processes of admissions, enrolment and induction and noted the following:
2023.116	Nothing to report.
<b>Part 2 – Student feedback, Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Programme/module developments and amendments</b>
2023.117	The committee reviewed proposed programme / module developments and amendments and noted the following:
2023.118	Nothing to report.
<b>2(b)</b>	<b>Student Feedback</b>
2023.119	Representatives reported on student feedback matters and the following points were noted:
2023.120	NK noted that the mid-term results for MTH4500 do not come out quickly and that students are still waiting to receive their January Test results. NK also noted that students would find group feedback useful. <b>ACTION: MW to chase the module organisers for MTH4500 in order to ascertain why the January results have not yet been released and raise the possibility of providing group feedback to the students.</b>

2023.121	<p>NK noted that while the results are immediately available for MTH4300, there is no feedback and it is not possible to open the test again. <b>ACTION: MW to speak to MTH4300 module organisers in order to provide students with a form of feedback.</b></p> <p><b>ACTION: MW to raise feedback on Tests with all Year 1 year-long module organisers.</b></p>
2023.122	<p>DP (Year 1 rep) raised the possibility of offering students with support regarding module selections, over email, in advance of the meeting. MW and WH noted that this is already happening. H AG noted that students can visit the module directory for brief information on modules. MP and WH noted that students can contact the module's MO and visit the QMPlus pages which should be accessible. <b>ACTION: MW to investigate whether it is possible for QReview to record that last 5 minutes of lectures where information about module selections is provided.</b></p>
2023.123	<p>FS noted that students would find a guide useful when it comes to any information about MTH6138 (that includes how to select a project, who to report it to, what to do on MySIS, what kind of assessments are involved in MTH6138 and students are required to do to complete it, as well as clarity on the possibility of taking the module in one of either Semesters). <b>ACTION: MW to ask module organiser of MTH6138 to put together an informational email for Year 2 students choosing their Year 3 modules.</b></p>
2023.124	<p>SM noted that students are reporting discrepancies in levels of difficulty between content and courseworks as well as tests and examinations.</p>
2023.125	<p>SM noted that students who are on a placement programme require further support from the school to obtain a placement. <b>ACTION: MP to discuss with Melania Nica and Sonia Lassami the possibility of offering further support to placement students in obtaining a placement.</b></p>
2023.126	<p>SM queried whether it is possible to create more networking and careers events for students to attend. <b>ACTION: MP to discuss the possibility of creating more networking and careers events for maths students with Sonia Lassami.</b></p>
2023.127	<p>MS (Mehmet Sahin) raised the following point over email in advance of the meeting:  <i>'There are a couple math modules offered to us that we don't have the prerequisites for. Namely;  MTH6141, which requires MTH5129.  MTH5130, which requires MTH4104.  MTH5120, which requires MTH5129 to be takes at the same time (we are not offered MTH5129).'</i> MW and RJ noted that students can potentially take modules without their pre-requisites provided the module organiser approves, and that they take some time to do relevant independent study, if applicable. BT also noted that pre-requisites have proven not to be necessary at all times.  <b>ACTION: MW to review module pre-requisites in relation to the BSc Computer Science and Mathematics programme.</b></p>
2023.128	<p>As above, MS noted: <i>'The students request many different modules, but a recurring theme was the fact that most modules we can do are level 5</i></p>

	<p><i>instead of level 6, which limits our ability to specialise in what we want. Additionally, a student even wished that this was a 4 year course instead with multiple students wishing to take more than 4 modules per semester.'</i></p> <p>MW also noted that MTH4500 is in Year 2 because students in the BSc Computer Science and Mathematics can only take 4 maths modules per year. RJ noted that any more additions to the programme would turn it into a maths-based programme. <b>ACTION: MW to discuss the BSc Computer Science and Mathematics programme structure with EECS.</b></p>
2023.129	<p>Year 3 rep DM enquired about what is happening with the exam timetable. H AG noted that this year, due to a software problem, exam timetables were delayed in their release. He also noted that in cases of joint programmes the exams team would have to look into and account for clashes between different school modules. However, the timetable will be due the week after the meeting.</p>
2023.130	<p>Year 3 reps noted that the marking scheme on MTH6115 is harsh. WH noted that these are the kind of issues that are discussed and reviewed in the Subject Examination Board meetings. MW noted that historically MTH6115 and it is a challenge to ascertain how to move forward with this module. BT noted that the content on the module is new, and people didn't know what to do with the content. <b>ACTION: WH and MW to ensure that information about the nature of the module goes into module selection summaries.</b></p>
2023.131	<p>BT re-iterated the difficulty of MTH6102 and noted a discrepancy between coursework and exam marks. MW noted that the module was scaled mildly as we felt the exam had too few simple questions. 35% was scaled to 40% (so became a pass), but marks over 60% were not adjusted. MW noted that the module was introduced just before the pandemic, so it is still difficult to review how the module is running.</p>
<b>2(c)</b>	<p><b>Learning resources</b></p> <ul style="list-style-type: none"> <li>• Library facilities / materials (books, journals etc.)</li> <li>• Qmplus</li> <li>• Qreview</li> <li>• Updates from faculty E-learning forums</li> <li>• IT</li> </ul>
2023.132	<p>JR noted that there are dissertation, writing, academic, and maths and stats skills sessions available at the library in the form of one to ones, face-to-face or online.</p>
2023.133	<p>JR noted that LibKey was a useful tool for student to use.</p>
<b>2(d)</b>	<p><b>Student feedback (NSS/Module evaluations)</b></p>
2023.134	<p>The committee discussed responses to NSS and module evaluations and noted the following:</p>
2023.135	<p>WH encouraged students to complete the NSS.</p>
<b>Part 3 – Any Other Business</b>	
2023.136	<p>The following items were raised under Any Other Business:</p>

2023.137	MP noted that what was set out to be a mid-year SVC proceedings report, will now be turned into a yearly report. Any reps that have responded to the report can provide further feedback for the end-of-the-year report if they wish. Any reps that have not, can also provide feedback. <b>ACTION: MP to contact all reps about contributing to the end-of-the-year SVC proceedings report.</b>
<b>Part 4 – Date of the next meeting</b>	
2023.138	TBC-Next academic year

## Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2023.080a	Examine School of Economics and Finance certification lists and their Mathematics equivalents.	MW	ASAP		
2023.080b	Compile a list of and advertise existing summer bursary schemes to students.	RJ	ASAP		
2023.093b	Discuss the review of Year 3 diet for the BSc in Computer and Mathematics, with Tassos Tombros, the EECS Director of Education.	MW	ASAP		
2023.098	Look into more module choices for the Mathematics in Finance and Accounting programme.	MW	ASAP		
2023.103	Collect feedback on what are the potential barriers to come to the library and feedback on library spaces.	All Reps	ASAP		
2023.114a	Enquire with the module organiser whether R is going to be part of the exam for MTH5120.	WH	ASAP		
2023.114b	Confirm whether notes for exams have to be/can be handwritten.	MW	ASAP		

2023.114c	Get in touch with cohort and encourage them to complete the NSS.	DM	ASAP		
2023.120	Chase the module organisers for MTH4500 in order to ascertain why the January results have not yet been released and raise the possibility of providing group feedback to the students.	MW	ASAP		
2023.121a	Speak to MTH4300 module organisers in order to provide students with a form of feedback.	MW	ASAP		
2023.121b	Raise feedback on Tests with all Year 1 year-long module organisers.	MW	ASAP		
2023.122	Investigate whether it is possible for QReview to record that last 5 minutes of lectures where information about module selections is provided.	MW	ASAP		
2023.123	Ask module organiser of MTH6138 to put together an informational email for Year 2 students choosing their Year 3 modules.	MW	ASAP		
2023.126	Discuss with Melania Nica and Sonia Lassami the possibility of offering further support to placement students in obtaining a placement.	MP	ASAP		
2023.127	Review module pre-requisites in relation to the BSc Computer Science and Mathematics programme.	MW	ASAP		



2023.128	Discuss the BSc Computer Science and Mathematics programme structure with EECS.	MW	ASAP		
2023.130	Ensure that information about the nature of the module goes into module selection summaries.	WH and MW	The coming module fair for year 2 delivered by the year director		
2023.137	Contact all reps about contributing to the end-of-the-year SVC proceedings report.	MP	ASAP		