

**School of Mathematical Sciences
Postgraduate Student Staff Liaison Committee
Thursday 02 November 2023 | 12:00 – 13:00 | MB502 Committee Room**

Unconfirmed minutes

Staff members present:

Name	Role
Justin Ward (JW)	Chair
Oscar Bandtlow (OB)	Director of Postgraduate Taught Studies MSc Dissertation Coordinator
Robert Johnson (RJ)	Deputy Director of Education
Pedro Vergel (PV)	MSc Financial Mathematics Programme Director
Sukhpal Gill (SG)	Lecturer in Cloud Computing-School of Electronic Engineering and Computer Science, EECS Representative
Ian Morris (IM)	MSc Mathematics Programme Director
Pedro Vergel (PV)	MSc Financial Mathematics Programme Director
Nicola Perra (NP)	MSc Data Analytics Programme Director
Bindiya Chongbang (BC)	Education Services Administrator (SSLC Secretary)

Student members present:

Name	Programme name and level
Muhammad Mustafa Ajmal (MA)	MSc Data Analytics
Sujin Sundar Jegadheesan Kannan (SK)	MSc Data Analytics
Eugen Mihali (EM)	MSc Financial Mathematics
Anushka Ramkrishna Shinde (AS)	MSc Financial Mathematics

Apologies for absence:

Name	Role or programme and level
Boris Khoruzhenko (BK)	Head of School
Shabnam Beheshti (SB)	Director of Education
Sebastian Del Bano Rollin (SdBR)	MSc Business Analytics Programme Director
Olumide Popoola (OP)	Student Study Skills Coordinator – Library Services
Dale Breame (DB)	Education Services Officer
Maria Patsou (MP)	Education Services Administrator
Hamida Begum (HB)	Student Support Officer
Kaviya Thirumal (KT)	MSc Business Analytics

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2023.001	JW welcomed everyone to the first PGT SSLC meeting.
1(b)	Apologies for Absence
2023.002	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2023.003	The committee approved the minutes of the meeting held on 07.06.2023.
1(d)	Report on matters arising and actions taken
2023.004	2022.086 This action is now complete.
1(e)	Terms of reference and membership
2023.005	The committee noted the terms and reference and membership of the Student Staff Liaison Committee.
2023.006	It was noted the student co-chair role was vacant and that nominations should be emailed to maths@qmul.ac.uk
1(f)	Admissions, induction, and enrolment
2023.007	Nothing to report.
Part 2 – Student feedback, Programme Delivery, and other matters	
2(a)	Programme/module developments and amendments
2023.008	RJ announced there were three new programmes in development: MSc Applied Statistics and Data Science, MSc Actuarial Science and Data Analytics and MSc Risk Analytics.
2023.009	For existing programmes, it was noted that MSc Financial Mathematics had introduced three new pathways for 2023/24. This was created to help students select modules that would align with their study / career plans.
2(b)	Learning and teaching matters
2023.010	EM and MA raised concerns about timetabling. It was reported that students on both the part-time and full-time route felt that the modules were too spread and requested whether they could be consolidated so that they could minimise the frequency of their travel to campus, particularly when they have only one session scheduled for the day.

2023.011	EM reported, for students on the PT route, it would be appreciated if improvements could be made by consolidating modules to enable more flexibility to manage their studies as some students have employment commitments. BC explained, where possible EST would be able to reschedule sessions, however this would depend on the availability of the lecturer, as well as the availability of teaching rooms. Usually, the teaching schedules are planned in advance of the new academic year so it's not always possible.
2023.012	MA added, for MSc Data Analytics, students have requested if the seminar sessions for MTH794P could be rescheduled to enable them more flexibility to attend work commitments and minimise travel to campus. It was also noted that the attendance rate is usually low as a result. Action point: BC to liaise with MO about rescheduling the seminar session for MTH794P if possible.
2023.013	EM fed back that the online sessions do not offer the same experience as on campus teaching. It was noted there's less engagement as a result.
2023.014	For the Probability and Statistics module (MTH794P), MA reported that the students were finding it difficult to learn the material. It was suggested that the visual could be improved, particularly as students were struggling to remain engaged listening to a 2 hour lecture.
2023.015	In response to MA's comment, SG suggested creating a mentor/mentee session where students could meet with the academic to discuss what's working and what isn't so this way, lecturers would be able to make the appropriate adjustments to enhance student learning. Action point: JW to contact the appropriate module organiser about improving the interactivity of the lecture.
2(c)	Assessment and feedback
2023.016	MA requested if students were able to take notes to exams similarly to last year as they were worried about 'memorising' the work for the upcoming January exam. RJ explained the format of the assessments were decided last year by the faculty and that it was fixed. JW added that this decision is outside of the School's concern. Therefore, the students were advised that they may contact the appropriate Module Organiser to ask if they would consider providing a formula / appendix sheet. Action point: RJ to refer the

	comments regarding exam format to DoE, and course reps to contact the relevant MOs about the possibility of providing formula sheets.
2(d)	Academic support
2023.017	EM reported that the teaching in general has been positive. It was noted that OB and PV were great at resolving 'unexpected' issues in lectures, such as missing recordings so that there were minimal disruptions.
2(e)	Organisation and communication
2023.018	EM and MA reported that the course reps had struggled to find a platform to communicate with their colleagues to gather feedback. BC responded that this was a known issue amongst both PGT and UG programmes, each year the best method of communication has been WhatsApp. It was noted that alternative platforms such as MS teams had been considered but due to limitations with moderation and confidentiality, this proposal was dismissed.
2023.019	BC reported that EST were considering developing a QMplus page dedicated to 'student voice' to encourage the student engagement with the course reps for feedback. Action point: BC to explore with DoE and the Digital Learning Technical Adviser if there's opportunity to develop a page on QMplus, and consider alternative channels that may be suitable for the purpose of student feedback.
2(f)	Learning resources
	<ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT
2023.020	RE reported the Mile End library transformation project is now complete.
2023.021	It was noted two additional floors were added, including a PGT only study space on the second floor.
2023.022	RE encouraged the course reps to utilise the different types of services and resources available at QM via the library services, for example, Academic Skills, Bitesize sessions, Drop-ins.

2023.023	EM reported there were some issues with QMplus where students were getting logged out of the portal. BC explained, when there's signs of inactivity on QMplus the users would get logged out. Action point: BC to refer QMplus login issue to Jade Mills.
2(g)	Student feedback (PTES/UKES/Module evaluations)
2023.024	Nothing to report.
2(h)	Consideration of External Examiner reports
2023.025	Nothing to report.
2(i)	Periodic Review
2023.026	Nothing to report.
Part 3 – Any Other Business	
2023.027	Nothing to report
Part 4 – Date of the next meeting	
2023.028	Friday 08 December 2023

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2023.012	BC to liaise with MO about rescheduling the seminar session for MTH794P if possible.	BC	Ongoing		
2023.015	JW to contact the appropriate module organiser about improving the interactivity of the lecture.	JW	Ongoing		
2023.016	RJ to refer the comments regarding exam format to DoE, and course reps to contact the relevant MOs about the possibility of providing formula sheets.	RJ, All course reps	Ongoing		
2023.019	BC to explore with DoE and the Digital Learning Technical Adviser if there's opportunity to develop a page on QMplus and consider alternative channels that may be suitable for the purpose of student feedback.	BC	Ongoing		
2023.023	BC to refer QMplus login issue to Jade Mills.	BC	Ongoing		