

Confirmed Minutes

Staff members present:

Name	Role
Matthew Lewis (ML)	Lecturer/ Director of Student Engagement/ Meeting Chair
Boris Khoruzhenko (BK)	Head of School
Pedro Vergel (PV)	Director of Education (Strategy)
Justin Ward (JW)	Senior Lecturer/ Senior Tutor
James Soderman (JS)	Faculty Liaison Librarian-Science and Engineering
Sonia Lassami (SL)	Careers Consultant
William Ng (WN)	Education Services Manager
Sajida Rahman (SR)	Student Support Officer
Chung Hin Chan (CHC)	Education Services Administrator/ Meeting Secretary

Student members present:

Name	Programme name and level
Athisha Sivabalan	Computer Science and Mathematics Year 3/ Meeting Co-Chair
Emomalijon Murodzoda (EM)	Computer Science and Mathematics Year 2
Joel Callum Micah Daniel (JCMD)	Mathematics Year 2
Shaivi Darsi (SD)	Mathematics with Management Year 2
Oliver Tak Shun Cheung (OTSC)	Financial Mathematics Year 2
Buse Yagmur Ozturk (BYO)	Mathematics Year 2

Apologies for absence:

Name	Role or programme and level
Claudia Garetto (CG)	Acting Head of School
Matt Fayers (MF)	Deputy Head of School/ Director of Education
Melania Nica (MN)	Senior Lecturer/ Deputy Director of Education
Mark Walters (MW)	Director of UG Admissions
Florence Nicholson (FN)	Education Services Office
Jacques Rogers	Information Skills Assistant

Anisha Chauhan (AC)	Education Services Administrator
Harvey Abraham-Green (H AG)	Faculty Student Success and Engagement Manager

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for members
2024.035	The Student Co-Chair welcomed everyone to the meeting and members introduced themselves.
1(b)	Apologies for Absence
2024.036	The committee noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2024.037	The committee approved the minutes of the meeting held on 04.12.2024.
1(d)	Report on matters arising and actions taken
2024.038	<p>2023.080a, 2023.120, 2023.121a, 2023.121b: This should be closed as it is no longer relevant.</p> <p>2023.093b, 2023.127, 2023.128: This should be closed as it is no longer relevant, since BSc Computer and Mathematics is closing.</p> <p>2023.098: This had been relayed to Director of Education (Strategy).</p> <p>2023.114a, 2023.137: This has been completed.</p> <p>2023.114b: This should be closed as it is no longer relevant, since we do not allow notes in UG exams anymore.</p> <p>2023.123, 2023.130: We will make sure we provide better information for students selecting modules this year. This action can be closed as superseded.</p> <p>2023.126: This has been completed.</p> <p>2024.005: We have 2 student representatives, Athisha Sivabalan and Oliver Tak Shun Cheung, showing interest in co-chairing, they would be acting as Co-Chair alternatively. This has been completed.</p> <p>2024.011a: Email has been sent to students on in December and January. This has been completed.</p> <p>2024.011b: We had a talk from the Library during welcome week this year, however, we will need to plan this closer to the time for September 2025 Possibly around April</p>

	<p>2024.015: Feedback received has been relayed to the Module Organiser, we then received response from the Module Organiser that the structure of the tutorials actually changed after Week 7 precisely to the suggested form. After Week 7, first the students worked on the questions themselves for about 25 minutes, and then the remaining 20 minutes were used to give feedback/ explain model solutions to them, guided by the tutors. This can be closed.</p> <p>2024.023: It has been consulted with the DoE that live streaming should be activated and the individual MO can choose opting out from it. Request for live streaming for all maths modules has been sent to QReview Booking Team. It is also subject to whether the teaching venue is Q-Review enabled and processing time of the system.</p> <p>2024.033: Email on details of module registration/ selection has been sent to students in January.</p> <p>2024.022: Please see 2024.050.</p>
1(e)	Terms of reference and membership
2024.039	<p>CHC noted that the SVC aimed at considering and discussing matters relating to:</p> <ul style="list-style-type: none"> • Feedback given to Course Representatives by their course/ cohort. • Content and organisation of programmes of study and any proposed changes, including planned new programmes. • Results of module evaluation questionnaires. • Consideration of external examiners' reports. • Results student surveys such as NSS. • Results of first destination statistics. • The provision of academic facilities and general School/Institute/QMUL facilities. • School/Institute social activities that enhance skills development and community cohesion. • Provision for student welfare including the operation of the personal tutor/ academic advisor system. • Arrangements for course and other relevant inductions and study skills provision. • Local monitoring of academic standards
1(f)	Admissions, induction and enrolment
2024.040	Nothing to report.
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	Programme/module developments and amendments
2024.041	Nothing to report.
2(b)	Student Feedback

2024.042	Representatives reported on student feedback matters and the following points were noted:
2024.043	<p>MTH5205 Professional Skills for Mathematicians</p> <p>OTSC noted that most students were not aware of the existence of this zero-credit non-timetabled module. Although announcement on QMplus had been sent. It would be better to also have an official email sent to students in the module, since the deadline was approaching and students were not clear about the requirement to pass the module. Clearer communication would be appreciated, although information on the QMplus module page appeared self-explanatory.</p> <p>BYO commented that many students thought that it was just additional resources, instead of a compulsory module.</p> <p>SL asked about the content of the module, so as to avoid overlaps.</p> <p>JW replied of what he handed over to the new MO at the start of Semester A, 2024/25. By referring to student's careers plan, JW suggested to the new MO of requiring students to completing the academic integrity training and engaging with at least one careers resources designated to help them showcasing their skills, in addition to taking the psychometric tests and engaging with careers support. JW suggested SL to contact the MO for access to the module page on QMplus.</p> <p>BYO added that the details of talks and seminars appearing on the QMplus module page were not up-to-date.</p> <p>ACTION: ML to contact the Module Organiser to communicate more clearly to students in this module and to update the contents there on the module page.</p>
2024.044	<p>Deadlines Appearing on QMplus Dashboard</p> <p>ML asked student representatives whether the deadlines of assessments have been showing on their QMplus Dashboard.</p> <p>OTSC replied that they have been appearing on his Dashboard, but some deadlines could have been easily ignored if the list was long, but generally it was fine.</p>
2024.045	<p>Issue of BUS283 Financial Markets and Securities Online Exam Submission in January 2025</p> <p>OTSC noted that this was a meeting with School of Mathematical Sciences, instead of School of Business and Management (SBM). OTSC relayed feedback from students that a significant number of students had difficulty submitting online on time, and students have not been communicated clearly that they need to spend lots of time ticking the boxes for Turnitin terms and agreement before they were able to submit, when Maths students did not have experience on online submission for</p>

	<p>SBM module since it was their first instance. Another issue was that Turnitin recognised those submissions as plagiarising, with the same format that students were told to submit in. Students have been following up with SBM.</p> <p>For the second point, ML replied that there was similar issue in the module Programming in Python I, where students have to scan their written answers and submit to Turnitin. Module Organisers and markers would not solely rely on the Turnitin percentage, but the overall figure and proportion for all students' submissions. OTSC added that more transparency and communication from School of Business and Management on that would be good.</p> <p>JW added that student would tend to panic when seeing a high Turnitin percentage, and agreed with ML that markers would not solely rely on the Turnitin result.</p> <p>AS commented that the process for ticking Turnitin terms and agreement was simple and short for modules from School of Electronic Engineering and Computer Science (EECS). Students have been communicated from the School and students were familiar with the process. Students were provided with a mock exam page on QMplus so that students can familiarise themselves with the steps in December. Also, date and time have been indicated clearly on the submission portal on the mock exam page. OTSC commented that this could be a good practice for SMS and SBM modules as well.</p> <p>OTSC also added that some students complained on the draft submission function on QMplus, where students would believe that documents have been submitted successfully.</p> <p>ACTION: ML to contact SBM to see if communication could be enhanced so that 1) students understand high Turnitin result possibility and interpretation and 2) steps, processes and time allocation for reading and ticking Turnitin terms and agreement checkboxes before submitting.</p> <p>ACTION: CHC to explore possibility of having similar mock exam page for students to practice submission on QMplus like EECS.</p>
2024.046	<p>MTH6105 Algorithmic Graph Theory</p> <p>AS noted that there had been an issue with the screen at Bancroft:1.13 shutting off and on while the lecturer was writing which was distracting.</p> <p>ACTION: ML to follow up with the MO and IT on the issue.</p> <p>Also, AS added that the room was locked and set up for an exam setting in the first lecture, causing the class to start 20 minutes late while having to leave early to make way for the exam following that class.</p>
2024.047	<p>Year 3 Structure of BSc FT Computer Science and Mathematics</p>

	<p>AS noted that feedback had been received from students in the programme on the structure in Year 3 for the modules included in the programme, but it is understood that the programme is closing, with a new one, BSc FT Mathematics and Computer Science, instead with different structure.</p> <p>AS added that current Year 1 and 2 students in the programme might face the same issue of not aware of the module prerequisite, and there were not many options for them. AS mentioned that it would be better to advertise and make it more obvious to students the details of prerequisite, instead of students to look for it on the QMUL module directory.</p> <p>ML replied that few Advisors sometimes also had issues identifying the details of module prerequisite when advising Advisees. All information were included in the module directory which were also accessible for students online.</p> <p>CHC replied that their team has an Excel file that included template for different programmes and different years, where when entering the codes of all modules for the year, it would show whether the modules are within the pathway and their respective module prerequisite. ACTION: CHC to explore if the file can be shared with Advisors.</p> <p>WN added that it would be slightly difficult for the BSc FT Computer Science and Mathematics since the module registration for this programme would be under EECS. ACTION: WN to contact EECS for this.</p> <p>AS noted that there was a good practice in EECS of Year 3 students meeting and sharing with Year 2 students on module selection, content and the experience of taking certain modules. ACTION: ML to look into this.</p>
2024.048	<p>Positive Feedback</p> <p>OTSC noted that positive feedback had been received for the module MTH5212 Applied Linear Algebra. And there had been no major complaint for January Examinations for maths modules.</p>
2024.049	<p>CampusM Attendance Record System</p> <p>OTSC asked whether CampusM would still be used this Semester. ML replied that it would still be used going forward, and students can enquire with the Module Organiser in case the codes were not provided.</p>
2024.050	<p>Advisor Meetings</p> <p>JW noted that they were about to send emails to Advisors and students regarding details on advice meetings. It would be good if student representatives can relay the information to students once the email was sent. Year 1 and 2 students would be required to attend the meeting for module selection for the coming academic year, if students did not attend,</p>

	<p>they would not be able to select the modules by themselves. Exams results, Year 2 zero-credit module, careers would also be discussed during those meetings.</p> <p>BYO noted that since lots of student would like to consider taking Physics modules since the modules could be beneficial to their study or careers, while it appeared that some Advisors were not able to advice on such.</p> <p>JW replied that there was guide for Advisors, with flow chat guiding them how to advice if students would like to take modules from another School.</p> <p>ACTION: JW to add link of QMUL module directory on QMPlus Advice page, so that Advisors can follow and read through the details before advising.</p> <p>OTSC asked whether it would be better to assign students to Advisors according to student's need i.e. some students might prefer an Advisor with more industrial experience background more relevant to them, some may prefer Advisors with pure track.</p> <p>JW replied that he thought about that, however, with 1400 students but only 58 Advisors, there could be combinational optimization problem, especially when the balance of faculty expertise we had does not necessarily match up against student expertise or interest. The only group with such arrangement was the students in BSc Actuarial Science, where the Actuarial faculty had been inevitably overloaded with double or triple assigned Advisees. JW added that he would consider this suggestion in the future. Currently, each Advisors would be assigned with a group of Advisees who were all in single honour or all in joint honour. The allocation would be fixed, and hopefully it would be less disruptive to stay with the same Advisor. JW also added that he would include his contact in the emails to be sent to students and he could be the point of contact in case students have any issues with advising or request for switching Advisors. In additional to student's own Advisor, it could be good to keep in contact with other Faculty members as well, when most PG programme requires 2 references. ML added that students were also encouraged to attend the Learning Café to talk to the academics.</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
2024.051	<p>Library Services' Bitesize Month</p> <p>JS noted that February is Library Services' Bitesize Month, there would be sessions almost every day this month applicable to maths students. There</p>

	would be support for Year 3 students on dissertations. The sessions were available through the booking system.
2024.052	E-books Supply JS asked if students had comments on library resources. BYO replied that she had not heard any comments regarding this yet. OTSC noted that he was not sure if there would be an issue of only having 15 books accessible where there were much more than 15 students in the module. JS replied that they did not purchase books for each student, it was the number of licences that they bought, when student do not read it, the licence will go to the pot again. In case there were not enough licences of online books, students can contact the Acquisition Team through JS.
2024.053	Updates and Changes from Library JS noted that the Teaching Collection would be going away. From next year, they would be filed with the rest of the books. Student would have to go to the First Floor to get the books in the Main Collection. There will be more study space and digital contents available for students from next year.
2024.054	Resources and Events from Careers and Enterprise Team SL noted that all information from Careers and Enterprise Team would be available and categorised in their website. While on the Graduate Opportunities and Careers page on QMplus, links to different resources could be found there. SL also mentioned the following upcoming events from their team: <ul style="list-style-type: none"> • Hints & Tips to Get into Finance with Lego (30 January) • Meet The Employer: Global Data (13 February) • Graduate Job Search Timeline for Yr2 (5 March) • Drop-In sessions for all years (13 February & 5 March) • From Campus to Career for Yr3 & PGT (3 March)
2024.055	EM noted that sometimes the camera for QReview pointed only to one of the two boards in the lecture room. ML replied that it would be suggested to approach the Module Organiser to raise the issue.
2(d)	Student feedback (NSS/Module evaluations)
2024.056	The committee noted the following:
2024.057	CHC noted that the NSS started from 27 January 2025
2024.058	ACTION: PV to further check with MF for more details.
	OTSC asked whether there would be post-completion module evaluation coming as well. ML replied that module evaluation would be conducted when it would be closer to end of semester.
2(e)	Consideration of Student Experience Action Plan

2024.059	Nothing to report.
2(f)	Consideration of External Examiner reports
2024.060	CHC noted that there was no new External Examiner reports this time.
Part 3 – Any Other Business	
2024.061	The following items were raised under Any Other Business:
2024.062	BK mentioned that there would be a new Head of School coming in May.
2024.063	<p>BK asked whether there would be any more additional provision students would like to have from the School.</p> <p>BYO replied that it was noted in the previous meeting that past paper or mock papers with answers would help students.</p> <p>ML replied that students would be recommended to check the answers directly with the Module Organiser, Tutor or attend the Learning Café after working on the papers. Solution might only offer limited help since it would give students misleading impression that they could undertake the methodology to solve a question.</p> <p>BYO added that it was not the step-by-step solutions that were needed, but the final/ numerical answers. BK mentioned that it would be fine to give students the answers, but there could be different correct answers for some modules, like those on Statistics, but not for some others like Number Theory, the provision of module solutions might not be helpful to student to test themselves.</p> <p>OTSC added that past paper with step-by-step video guide was provided in MTH5212 Applied Linear Algebra on QMplus and that was really helpful. The provision of answer could help students to know whether they were on the right track for their methodology.</p>
2024.064	<p>AS also asked whether online/ hybrid revision course could be provided at the end of the semester teaching period just before the exams begin to facilitate students' revision and provide a chance for asking questions, instead of having to email the Module Organisers.</p> <p>OTSC agreed that this would be helpful to students.</p> <p>ML replied that we provided the Learning Café before January exam period as well. That was in-person, and the attendance was sporadic.</p> <p>ACTION: ML to explore adjusting the name as Exam Study Café etc when advertising to attract more students to attend.</p> <p>BYO suggested to conduct this the last Teaching Week (Week 12) instead of after teaching weeks. AS suggested having 1-to-1 during the holiday and study period. ACTION: ML to take this into consideration.</p>

	ACTION: ML to contact all Module Organisers to make announcement to students in their class that we would continue the Learning Café in Week 12, and let students know that this would be an advantage for students.
2024.065	OTSC noted that positive feedback had been received, where staff in the School was approachable.
Part 4 – Date of the next meeting	
2024.066	Week 6 of Semester B

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2023.080b	Compile a list of and advertise existing summer bursary schemes to students.	RJ	ASAP		
2023.114c	Get in touch with cohort and encourage them to complete the NSS.	DM	ASAP		
2024.011b	Explore possibility to include library induction session during welcome week.	SR (to be followed up by HB)	ASAP		
2024.012	Pass on the feedback on Learning Café (there could be interruption in the discussion when people around are talking).	ML	ASAP		
2024.013	Inform members of academic staff to have consistency on the time to release code of Campus M.	ML	ASAP		
2024.016	Pass the feedback (provision of mock papers for each module would help students on revisions) to members of academic staff	ML	ASAP		
2024.017	Pass the feedback (provision of solutions to Past Papers would be preferred by students) to members of academic staff.	ML	ASAP		

2024.020	Follow up on the planning for next year for PLA	MF	ASAP		
2024.025	Follow up on the implementation of mid-module feedback collection and response.	ML	ASAP		
2024.043	Contact the Module Organiser to communicate more clearly to students in this module and to update the contents there on the module page.	ML	ASAP		
2024.045a	Contact SBM to see if communication could be enhanced so that 1) students understand high Turnitin result possibility and interpretation and 2) steps, processes and time allocation for reading and ticking Turnitin terms and agreement checkboxes before submitting.	ML	ASAP		
2024.045b	Explore possibility of having similar mock exam page for students to practice submission on QMplus like EECS.	CHC	ASAP		
2024.046	Follow up with the MO and IT on the issue	ML	ASAP		
2024.047a	Explore if the module selection template file can be shared with Advisors.	CHC	ASAP		
2024.047b	Contact EECS regarding module selection template file.	WN	ASAP		
2024.047c	Look into offering meetings for Year 3 students to share with Year 2 students on	ML	ASAP		

	module selection, module content and experience of taking certain modules.				
2024.050	Add link of QMUL module directory on QMPlus Advice page, so that Advisors can follow and read through the details before advising.	JW	ASAP		
2024.058	Further check with MF for more details on NSS.	PV	ASAP		
2024.064a	Explore adjusting the name as Exam Study Café etc when advertising to attract more students to attend.	ML	ASAP		
2024.064b	Take into consideration of having 1-to-1 during the holiday and study period.	ML	ASAP		
2024.064c	Contact all Module Organisers to make announcement to students in their class that we would continue the Learning Café in Week 12, and let students know that this would be an advantage for students.	ML	ASAP		