

**Confirmed Minutes**

**Staff members present:**

| <b>Name</b>             | <b>Role</b>   |
|-------------------------|---|
| Matthew Lewis (ML)      | Lecturer/ Director of Student Engagement/ Meeting Chair |
| Matt Fayers (MF)        | Deputy Head of School/ Director of Education            |
| Justin Ward (JW)        | Senior Lecturer/ Senior Tutor                           |
| Jacques Rogers          | Information Skills Assistant                            |
| Sajida Rahman (SR)      | Student Support Officer                                 |
| Florence Nicholson (FN) | Education Services Office                               |
| Chung Hin Chan (CHC)    | Education Services Administrator/Meeting Secretary      |

**Student members present:**

| <b>Name</b>                     | <b>Programme name and level</b>                |
|---------------------------------|--|
| 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             |
| Najifa Alam Naba (NAN)          | Economics, Statistics and Mathematics Year 1   |
| Karim Miceli                    | Economics, Statistics and Mathematics Year 2   |
| Oliver Tak Shun Cheung (OTSC)   | Financial Mathematics Year 2                   |
| Buse Yagmur Ozturk (BYO)        | Mathematics Year 2                             |
| Mary Tuffour Mpiani (MTM)       | Actuarial Science Year 1                       |
| Kashish Rohit (KR)              | Mathematics Foundation Year                    |
| Andrew June Jake Mai (AJJM)     | Mathematics with Finance and Accounting Year 1 |

**Apologies for absence:**

| <b>Name</b>            | <b>Role or programme and level</b>            |
|------------------------|---|
| Boris Khoruzhenko (BK) | Head of School                                |
| Melania Nica (MN)      | Senior Lecturer/ Deputy Director of Education |
| Mark Walters (MW)      | Director of UG Admissions                     |

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| William Ng (WN)             | Education Services Manager                        |
| Anisha Chauhan (AC)         | Education Services Administrator                  |
| Harvey Abraham-Green (H AG) | Faculty Student Success and Engagement Manager    |
| Claudia Garetto (CG)        | Acting Head of School                             |
| James Soderman (JS)         | Faculty Liaison Librarian-Science and Engineering |
| Sonia Lassami (SL)          | Careers Consultant                                |
| Athisha Sivabalan           | Computer Science and Mathematics Year 3           |

| <b>Part 1 – Preliminary Items</b> |  |
|-----------------------------------|--|
| <b>1(a)</b>                       | <b>Welcome and introduction for new members</b>  |
| 2024.001                          | The Chair welcomed everyone to the meeting and new members introduced themselves.  |
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| <b>1(b)</b>                       | <b>Apologies for Absence</b>   |
| 2024.002                          | The committee noted the apologies from members as recorded above.  |
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| <b>1(c)</b>                       | <b>Minutes of the previous meeting</b>   |
| 2024.003                          | The committee approved the minutes of the meeting held on 26.03.2024.  |
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| <b>1(d)</b>                       | <b>Report on matters arising and actions taken</b>   |
| 2024.004                          | <p>2023.103: KR responded that an induction session was conducted for all foundation year students for information on library resources, and that was useful.</p> <p>2023.114c: This action is complete.</p> <p>2023.080a: Person-in-charge is absent, the item will be discussed in the next meeting.</p> <p>2023.080b: Person-in-charge is absent, the item will be discussed in the next meeting.</p> <p>2023.093b: Person-in-charge is absent, the item will be discussed in the next meeting.</p> <p>2023.098: Person-in-charge is absent, the item will be discussed in the next meeting.</p> <p>2023.114a: Person-in-charge is absent, the item will be discussed in the next meeting.</p> <p>2023.114b: Person-in-charge is absent, the item will be discussed in the next meeting.</p> <p>2023.120: Person-in-charge is absent, the item will be discussed in the next meeting.</p> <p>2023.121a: Person-in-charge is absent, the item will be discussed in the next meeting.</p> <p>2023.121b: Person-in-charge is absent, the item will be discussed in the next meeting.</p> <p>2023.122: Person-in-charge is absent, the item will be discussed in the next meeting.</p> <p>2023.123: Person-in-charge is absent, the item will be discussed in the next meeting.</p> |

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|  | <p>2023.126: Person-in-charge is absent, the item will be discussed in the next meeting.</p> <p>2023.127: Person-in-charge is absent, the item will be discussed in the next meeting.</p> <p>2023.128: Person-in-charge is absent, the item will be discussed in the next meeting.</p> <p>2023.130: Person-in-charge is absent, the item will be discussed in the next meeting.</p> <p>2023.137: Person-in-charge is absent, the item will be discussed in the next meeting.</p>  |
| <b>1(e)</b>  | <b>Terms of reference and membership</b>  |
| 2024.005   | <p>CHC noted that the SVC aimed at considering and discussing matters regarding feedback received by Course Representatives by their cohort on issues like programme content and organisation, module evaluation questionnaire results, consideration on external examiners' reports, result of student survey like NSS, provision of facilities, social events for skills development or community cohesion, or academic advisor system. A student co-chair is needed. <b>ACTION: CHC to email Course Representatives about co-chair nomination.</b></p> |
| <b>1(f)</b>  | <b>Admissions, induction and enrolment</b>  |
| 2024.006   | The committee discussed the processes of admissions, enrolment and induction and noted the following:   |
| 2024.007   | 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>   |
| 2024.008   | The committee reviewed proposed programme / module developments and amendments and noted the following:   |
| 2024.009   | Nothing to report.  |
| <b>2(b)</b>  | <b>Student Feedback</b>   |
| 2024.010   | Representatives reported on student feedback matters and the following points were noted:   |
| 2024.011   | <p><b>Awareness on Library Resources</b></p> <p>OTSC commented that an email reminder regarding library resources sending to students would be useful. <b>ACTION: CHC to send email to students regarding library resources. ACTION: SR to explore possibility to include library induction session during welcome week.</b></p>  |
| 2024.012   | <p><b>Social Hub</b></p> <p>BYO noted that there could be interruption in the discussion when people around are talking. <b>ACTION: ML to pass on this feedback about interruption during discussion.</b> OTSC commented that the room is very cold. FN responded that the School Office was not in control of the temperature, the issue has already been reported to relevant colleague to handle.</p>  |
| 2024.013   | <b>Attendance Monitoring System, Campus M</b>   |

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|          | <p>OTSC noted that it would be preferred to be consistent in terms of the time that code would be shown to students during class, since it could be distracting when students asked for code at different time during class.</p> <p><b>ACTION: CHC to inform Module Organisers to have consistency on the time to release code.</b></p>  |
| 2024.014 | <p>OTSC also noted a lack of transparency on the use of attendance data and the consequence of missing the attendance. ML responded that a Learner Engagement Analytics Policy was drafted in explaining the use of attendance data collected and aimed to release to enhance transparency. FN responded that this is for engagement monitoring for international students where there is legal requirement for their visa to attend classes physically, as well as for identifying students who need pastoral support, rather for punishment. MF responded that the attendance data was also useful for timetabling.</p>  |
| 2024.015 | <p><b>MTH5129 Probability and Statistics II - Tutorial</b></p> <p>BYO noted that the structure of the tutorials was difficult for students to follow that students were just given the question and the time to work on it without help on working on it during the tutorial. It would be better to have 2-way communication, instead of only asking students to work on the questions on their own. JCMD suggested that the structure can be improved by allowing students to work on some minutes and then tutors to guide and feedback for some minutes periodically so that tutor could go through the questions together with students. <b>ACTION: CHC to pass the feedback to the Module Organiser.</b></p>  |
| 2024.016 | <p><b>Provision of Mock Papers</b></p> <p>OTSC noted that the provision of mock papers for each module would help students on revisions. ML responded that this would depends on the Module Organisers and done on a module-by-module basis, and past papers could serve the purpose. This could not be guaranteed. <b>ACTION: ML to pass the feedback to Module Organisers.</b></p>   |
| 2024.017 | <p><b>Provision of Solutions to Past Papers</b></p> <p>OTSC noted that solutions might not be available for students to access for some modules, it could be intimidating to contact member of staff for that, it would be definitely useful to have the solutions provided. BYO noted that it would be good to provide the question paper and solution at the same time, as a fallback option when students did not have time to see their Module Organiser. ML responded that this was probably to avoid false sense of security for students under the misapprehension that they can learn just by reading through the solutions. It would be preferred for students to send the answers to Module Organisers by email or discuss during the Learning Café in return for feedback. However, it could work for multiple choice questions. This could not be guaranteed. <b>ACTION: ML to pass the feedback to Module Organisers.</b></p> |
| 2024.018 | <p><b>Mid-term Answer Scripts</b></p> <p>JCMD noted that students were not given back their mid-term answer scripts. BYO added that it would be good to give students back their mid-term answer scripts. JW responded that it happened but evolved with students check if they could get higher marks when it was too late.</p>   |
| 2024.019 | <p><b>Programme Level Assessment (PLA) for Level 4 Students</b></p>  |

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|             | <p>The tutorial and assessment of 3 modules (MTH4*13 Numbers, Sets and Functions, MTH4300 Introduction to Analysis with Calculus / MTH4400 Applied Calculus and MTH4500 Probability and Statistics / MTH4600 Applied Probability and Statistics) had been made combined this academic year. MF commented that the rationale was to facilitate student's timetabling in having fragmented hours for tutorials that it appeared from the attendance data to be a positive move.</p>   |
| 2024.020    | <p><b>MTH4500 Probability and Statistics</b></p> <p>EM noted that with combined PLA Level 4 modules, Year 2 students in Computer Science and Mathematics were not able to access the assessment contents and submission portal on QMplus for MTH4500 Probability and Statistics that was located in the module page of MTH4*13 Numbers, Sets and Functions, where they did not have this module enrolled. The relevant submission portal had been made available on the module page for MTH4500 Probability and Statistics eventually. MF responded that the issue was noted and had been fixed, and apologised for that. ML responded that it might be better to have a separate page for these assessments, so that all students in the module can access.</p> <p><b>ACTION: MF to follow up on the planning for next year.</b></p>   |
| 2024.021    | <p><b>Academic Support from Advisor</b></p> <p>OTSC noted that allocation of advisors for students had one big change this year, and students did not expect that to be changed. JW responded that the system had changed this year, we hoped to maintain same allocation for students throughout their studies, but it would also subject to long-term leave of members of staff.</p>  |
| 2024.022    | <p>KR noted that it would be good to have some more Advisor meetings in groups each semester for Foundation Year students, since student might have missed the meeting. KR noted that the first meeting in Week 2 was to get to know the advisor better and the second one in Week 10 was to provide advice on assessments, and it would be good to add one more in the middle. ML responded that students missed the meeting could email the Advisors for re-scheduling, having more advisor-advisee interaction would be good but at the same time would concern if students would like to attend. JW responded that the advising process for students in UG programmes with Foundation Year had been done separately. JW responded that it occurred that the attendance rate of Advisor Meetings with Year 2 and Year 3 students had been low. KR noted that having a meeting more focusing on employability and careers development could make it more appealing. ML responded that components like the background of the assessment method, programme design rationale, school structure could be conveyed to students during those meetings. JW responded that module selection had been included in the existing meetings which would be related to advising students on academic/ careers direction. <b>ACTION: JW to follow up on any possible change on the Advisor Meetings in terms of the focus to make it more appealing to students.</b></p> |
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| <b>2(c)</b> | <b>Learning resources</b>   |

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|             | <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>  |
| 2024.023    | <p><b>Q-Review Live Streaming Not Available</b></p> <p>OTSC noted that that live streaming of Q-Review recordings was not available for some modules, and they need to wait for few days for recordings to be released. They included MTH5112 Linear Algebra 1, MTH5123 Differential Equations and MTH5212 Applied Linear Algebra. BYO noted that watching live steaming is more useful than watching it after, and also, only the old recordings of last year were available in this year's QMplus module page for some modules. ML responded that students could contact the Module Organisers to request posting of recordings. <b>ACTION: CHC to follow up and check the setting for Q-Review.</b></p>  |
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| <b>2(d)</b> | <b>Student feedback (NSS/Module evaluations)</b>  |
| 2024.024    | The committee discussed responses to NSS and module evaluations and noted the following:  |
| 2024.025    | <p>BYO noted that student feedback collection had not been closed, that would mean current students were not able to receive feedback and benefit from possible improvement, but only students in coming years, and therefore would like to suggest opening for feedback till mid-semester for changes to take place for the second half of the semester. ML responded that end-of-module feedback collection would aim for future iteration of the same module, while Module Organisers can still refer to the feedback even the mid-module feedback collection had not been closed, but ideally Module Organisers should close it after certain period and provide response to the feedback. <b>ACTION: ML to follow up on the implementation of mid-module feedback collection and response.</b></p> |
| 2024.026    | ML recommended that students complete the NSS when the survey window opens.   |
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| <b>2(e)</b> | <b>Consideration of Student Experience Action Plan</b>  |
| 2024.027    | Nothing to report.  |
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| <b>2(f)</b> | <b>Periodic Review</b>  |
| 2024.028    | This is confirmed to be deleted.  |
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| <b>2(g)</b> | <b>Consideration of External Examiner reports</b>   |
| 2024.029    | <p>CHC noted that according to the external examiner's annual report for BSc and MSci Mathematics programmes, it was good to see the return of in-person examinations. However, a concern on the use of multiple choice questions for 2 modules as it was an unusual format, that it was not convincing that there was a strong argument for their introduction. BYO noted that multiple choice question type was not preferred since students</p>  |

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|  | did not receive marks for the working out steps. OTSC noted that students could just guess without understanding the question.  |
| 2024.030                                 | CHC noted that according to another external examiner's annual report for BSc and MSci Mathematics programmes, there were 3 modules in which 50% or more are in class A, that needed to be reconsidered, as it did not allow proper evaluation of student progress at the high end. |
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| <b>Part 3 – Any Other Business</b>       |   |
| 2024.031                                 | The following items were raised under Any Other Business:   |
| 2024.032                                 | KR noted high satisfaction rate for the programme of maths in a survey.   |
| 2024.033                                 | JCMD noted lack a conveyance to students of module details on prerequisite. <b>ACTION: CHC to send email to students on module details.</b>   |
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| <b>Part 4 – Date of the next meeting</b> |   |
| 2024.034                                 | Week 2 of Semester B  |

### 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      |               |                 |
| 2023.114a | 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   | MW             | ASAP      |               |                 |



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|           | January results have not yet been released and raise the possibility of providing group feedback to the students.                               |    |      |  |  |
| 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 |  |  |

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| 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   |  |  |
| 2024.005 | Email Course Representatives about co-chair nomination.   | CHC       | ASAP   |  |  |
| 2024.011 | Email students regarding library resources  | CHC       | ASAP   |  |  |
| 2024.011 | Explore possibility to include library induction session during welcome week.   | SR        | 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   |  |  |
| 2024.015 | Pass the feedback to the Module Organiser of MTH5129 regarding tutorial structure.                                    | CHC       | ASAP   |  |  |

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| 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 |  |  |
| 2024.022 | Follow up on any possible change on the Advisor Meetings in terms of the focus to make it more appealing to students.      | JW  | ASAP |  |  |
| 2024.023 | Follow up and check the setting for Q-Review.  | CHC | ASAP |  |  |
| 2024.025 | Follow up on the implementation of mid-module feedback collection and response.  | ML  | ASAP |  |  |
| 2024.033 | Email students on module details.  | CHC | ASAP |  |  |