

**(School of Business and Management)
Undergraduate Student Staff Liaison Committee
12/02/2020**

Approved Minutes

Staff members present:

Professor Liam Campling (LC)	Stand in Chair (UG Exam Board Chair)
Kristofer Kerrigan-Graham	Stand in Chair (Teaching and Learning Manager)
Dr Tarek Virani (TV)	Programme Director (3 rd Year) Bsc Business and Management
Dr Chunling Xia	Programme Director (2 nd Year) Bsc Business and Management
Dr Mustafa Ozturk	Programme Director (1 st Year) Bsc Business and Management
Aktar Hussain (AK)	Quality Assurance & Programmes Manager (Undergraduate)
Ciara Byrne (CB)	Level 6 Programmes and QA Administrator
Salman Uddin (SU)	Level 5 Programmes and QA Administrator
Elliott Welch (EW)	Level 4 Programmes and QA Administrator
Anisa Islam (AI)	Joint Programmes and QA Administrator
James Boote (JB)	Student Engagement Manager
Ripa Parvin (RP)	Student Support Officer and Secretary to committee
Iain Mcloughlin (IM)	Careers Consultant
Alicia George (AG)	Alumni Relations and Events Officer
Richard Evans (RE)	Faculty Liaison Librarian (Humanities & Social Sciences)
Anthea Chou (AC)	Information Assistant

Student members present:

Vlada Skriptochkina	Business Management (BSc) Year 2 - Rep
Georgi Stoyanov	Business Management (BSc) Year 2 - Rep
Mathilde Narmo	Business Management (BSc) Year 3 - Rep
Anais Bertling	Student Co Chair & Business Management (BSc) Year 3 - Rep
Laura Zavorova	Marketing and Management (BSc) Year 2 - Rep
Okan Saglam	Accounting and Management (BSc) Year 1 – Rep
Samman Naeem	Accounting and Management (BSc) Year 1 - Rep
Farzana Haque	Accounting and Management (BSc) Year 2 - Rep
Sultana Azmi	Accounting and Management (BSc) Year 3 - Rep

Apologies for absence:

Professor Stefan Krummaker	Chair and Associate Dean (Taught Education)
Dr Patrick McGurk	Deputy Director of Education
Mohammed Juned Miah	Accounting and Management (Bsc) Year 2 - Rep
Mohammad Amin	Business with Law (BSc) Year 2 - Rep
Jacob Tsibre	Marketing and Management (BSc) Year 1 - Rep
Naveena Dhera	Marketing and Management (BSc) Year 1 - Rep

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2020.001	Chair welcomed students and staff to the meeting.
1(b)	Apologies for Absence
2020.002	Apologies from members as stated above.
1(c)	Minutes of the previous meeting
2020.003	Minutes from previous meeting approved.
1(d)	Report on matters arising and actions taken
2020.004	Matters arising discussed and actions completed.
Part 2 – Programme Delivery and other matters	
2(a)	Learning and teaching matters (Strike/UCU Industrial Action)
2020.005	No particular comments.
2(a)	Learning and teaching matters (Module Evaluations)
2020.006	KKG reports on low participation levels on module evaluations and would encourage all to complete this.
2020.007	KKG asked course reps how they would prefer to access the link to the module evaluations. They would prefer the one link.
2020.008	LC raises the nature of feedback received and sometimes can be personal or rude and would like to discuss why that may be.
2020.009	Ideas were shared on how to improve the quality of the feedback. TV suggests a disclaimer on the evaluations that even if it is anonymous, in case of abusive language it can be investigated (or similar approaches). This may be at the risk of falling participation rates.
2a)	Learning and teaching matters (NSS)
2020.10	KKG and JB organised a few events where NSS can be filled out and stressed the importance of this survey.
2020.11	JB asks what methods would be good to incentivize the completion of the NSS. Consensus that QMPlus would work well, to include a pop up box in colour may encourage students to complete the survey.
2(b)	Assessment and feedback (and January Examinations)
2020.12	Consensus that January examination period went well.
2020.13	M&M Y2 – LZ Would like to request more guidance regarding elective modules
2020.14	LC asks if videos summarising module content would be beneficial. BUS337 demonstrates as a good example of what could be included in the videos.

2020.15	JB asks what students would like the key content to be for these videos. FH suggests a background of module and assessment structure, what will be covered, origin of module would be fine.
2020.16	A&M Year 2 FH BUS242 module organiser has no office hours and no feedback was given. KKG will look into BUS242 and feedback.
2020.17	B&M Yr 2 VS BUS245 module organiser kept changing the answers to seminar tasks. The mid-terms were mentioned with wrong questions. Felt the exam was fine and had enough content covered. KKG and LC to arrange meeting to look at overall results of the module.
2(c)	Academic/Career Support
2020.18	IM announces panel event for all students on 19th February. Marketing event is due to be organised. IM encourages students to read the Careers newsletter that is posted weekly. Panel on Psychometrics will be held on Wednesday 19th at 1pm in Bancroft 3.15.
2020.19	AG discusses potential end of year ball open for all current students. Would like to see if there is interest around this and if students would attend. Course reps to speak to peers about end of year ball and confirm if the attendance would be high enough for planning to go ahead.
2 (d)	Organisation and Communication
2020.20	A&M Year 2 FH BUS250 produced positive feedback and students are engaging very well.
2020.21	AB mentions BUS352 is going very well and students are satisfied with the content and running of the seminars.
2020.22	SN reports positive feedback for BUS140 and BUS133.
2020.23	Some negatives for BUS141 where students left halfway through the lecture. Students have spoken to the lecturer about this. KGG to feed this back to MO and investigate.
2(e)	Learning Resources
2020.24	M&M Year 2 LZ BUS213 not enough copies of the latest edition of core book. RE suggests to request more copies by completing 'more books form' which can be found on the library website under Self Service.
Part 3 – Any Other Business	
2020.25	TV raises students are having issues making submissions on QMPlus because of the new tick box. Steve Brant to send out instructions for this again during deadline season. KKG will check the instructions are sent with Steve Brant.

2020.26	General consensus that Yr 3 Dissertations are going well.
2020.27	<p>B&M Yr 3 MN</p> <p>Wishes to request more sessions about applying for postgraduate degrees. JB will run some workshops about selecting masters, 1-1 appointments and looking at personal statements. Students are encouraged to bring a draft.</p> <p>Reminder that TV will be in the reception on Friday to answer any questions around reference letters etc.</p>
2020.28	<p>B&M Yr 2 GS</p> <p>BUS221 has no module outline is not on QMPlus.</p> <p>AH to check module outline is posted by the module organiser.</p>
2020.29	<p>BUS243 and BUS244 received positive feedback.</p> <p>Special PASS session went well and extended thanks to HG and RP for help in organising.</p>
2020.30	<p>A&M Yr 3 SA</p> <p>January exam went really well. But it was hard to divide time between revision, deadlines and preparing for dissertation.</p> <p>AH stated with the dissertation there are a few processes surrounding it and is organised so it does not impact the exams and marking period. LC suggests to look into pushing the deadlines by two weeks.</p> <p>AH and LC to look into pushing back dissertation deadline.</p>
Part 4 – Date of the next meeting	
2020.31	The committee noted that the time and date of the next meeting will be March 23rd, 9 – 11am Bancroft Road 4.01.

Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status	Explanation of Action Taken
2b (16)	To look into BUS242 issues and feedback.	KKG	Completed	
2b (17)	To arrange meeting to look at overall results of BUS245 after the results are released	KKG & LC		
2c (19)	To speak to peers about end of year ball and confirm if the attendance would be high enough for planning to go ahead.	Course reps	N/A	
2d (23)	To feedback comments from BUS141 to MO and investigate.	KKG	Completed	
3a (25)	To ensure submission instructions are sent with Steve Brant.	KKG	Completed	
3a (27)	To organise sessions for personal statements and applying for masters.	JB	Completed on 13/2/20	JB sent workshop invitations to 3 rd year students
3a (28)	To check module outline is posted by the BUS221 module organiser.	AH	Completed	
3a (30)	To look into pushing back dissertation deadline.	AH & LC	Completed on 12/2/20	LC contacted Stefan Krummaker and we agreed to extend the deadline to Monday 20 April, 16.00. LC informed students.