

**(School of Business and Management)
Undergraduate Student Staff Liaison Committee
30/10/2019**

Approved Minutes

Staff members present:

Professor Stefan Krummaker (SK)	Chair and Associate Dean (Taught Education)
Dr Nima Heirati (NM)	Programme Director BSc Marketing and Management
Dr Fernando Barrio (FB)	Programme Director BSc Business with Law
Dr Mustafa Ozturk	Programme Director (1 st Year) BSc Business and Management
Dr Tarek Virani (TV)	Programme Director (3 rd Year) Bsc Business and Management
Dr Ishani Chandrasekara (IC)	Programme Director BSc Accounting and Management
Dr Patrick McGurk	Programme Director BSc Business Management (Apprenticeship)
Professor Liam Campling	SEB Chair
Kristofer Kerrigan-Graham	Teaching and Learning Manager
Aktar Hussain (AK)	Quality Assurance & Programmes Manager (Undergraduate)
James Boote (JB)	Student Engagement Manager
Helen Green (HG)	Employer Engagement and Internships Coordinator
Ripa Parvin (RP)	Student Support Officer
Elliott Welch (EW)	Level 4 Programmes Administrator
Salman Uddin (SU)	Level 5 Programmes Administrator
Ciara Byrne (CB)	Level 6 Programmes Administrator
Anisa Islam (AI)	Joint Programmes Administrator
Anthea Chou	Information Assistant (Library Services)

Student members present:

Di Huang	Business Management (BSc) Year 1 – Rep
Georgi Stoyanov	Business Management (BSc) Year 2 - Rep
Vlada Skripotchkina	Business Management (BSc) Year 3 - Rep
Mathilde Narmo	Business Management (BSc) Year 3 - Rep
Anais Bertling	Business Management (BSc) Year 3 - Rep
Naveena Dhera	Marketing and Management (BSc) Year 1 - Rep
Jacob Tsibre	Marketing and Management (BSc) Year 1 - Rep
Dionne Hughes	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
Mohammed Juned Miah	Accounting and Management (BSc) Year 2 - Rep
Farzana Haque	Accounting and Management (BSc) Year 2 - Rep

Ashwiny Logatharan	Accounting and Management (BSc) Year 2 - Rep
Mohammad Amin	Business with Law (BSc) Year 2 – Rep

Apologies for absence:

Dr Androniki Triantafylli (AT)	Senior Tutor
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Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2019.001	Chair welcomed students and staff to the meeting and everyone introduced themselves.
1(b)	Apologies for Absence
2019.002	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2019.003	No items to discuss.
1(d)	Report on matters arising and actions taken
2019.04	No items to discuss.
1(e)	Terms of reference and membership
2019.005	The committee noted the terms and reference and membership of the Student Staff Liaison Committee. The Chair emphasises the importance of Student Voice and recommends reps to act as co-chairs in the following SSLCs and TLCs.
1(f)	Admissions, induction and enrolment
2019.006	Accounting and Management (BSc) Year 1 – Rep (SN) RE: WW Fresher’s Fair was good, however, the activities were too close together. It was also noted some social events were scheduled too late in the evening. SN also expressed there was too much information in first week.
2019.007	Accounting and Management (BSc) Year 1 – Rep (OS) QMPlus – students have issues using systems/logging in to emails/QMPlus.
2019.008	Marketing and Management (BSc) Year 1 - Rep (JT) Stressed students experienced delays in accessing necessary materials.
2019.009	Business Management (BSc) Year 1 – Rep suggested readings should be before lectures start (week 1). TV has volunteered to arrange a meeting with 3 rd Years and would like support from reps in setting this up.

Part 2 – Programme Delivery and other matters	
2(a)	Programme updates/introductions
2019.010	All PDs are now known.
2(b)	Learning and teaching matters
2019.011	Accounting and Management (BSc) Year 2 – Reps (FH and JM) FH spoke about a few issues regarding QReview. For BUS224 the first lecture had recording problems due to IT reasons. BUS212 Ethics and Business (Lecture 5) had no audio, so students found it difficult going over notes.
2019.012	FH has also reported BUS239 module organiser has not released QReview videos. The In class test took place this week, MO released videos (from weeks 1-5) two or three days prior. FH believes there is not enough time to prepare adequately and revise. The reps are requesting to have access to these recordings.
2019.013	JM reported positive feedback on BUS239, as he felt the content was related to test. JM thanked IC for the triple accreditation. JM stated the delivery of BUS340 is not great and assessment (week 8) is too intense for a mid-term test format. JM enquired about the Attendance email, JB stressed this was for information purposes only.
2019.014	BUS224: International Corporate Reporting: Content is very heavy, there are 20 slides + (take into account of other modules). Multiple choice midterm but mentioned they can't (Like Finance).
2019.015	JM reported about seminars moves were requested by students around Friday classes and prayer times. AH confirmed there are three alternatives for prayer times and students should work around their seminar slots.
2019.016	JM also gathered feedback about BUS230. Students finding it difficult to access lecturer (not possible by email). It was reported the lecture was not inspiring and module organiser was reading off slides. SK has stated an action for himself (and other applicable) to follow this up with the MO.
2019.017	Students raised issues regarding the principle of marketing from different programmes. The complaints are related to two modules: BUS136 Marketing Principles and BUS129 Marketing Theory and practice. Furthermore, some students assert that the lectures are "not interactive" and an Y2 student rep stressed that "they faced same issues with this module".
2019.018	Accounting and Management (BSc) Year 2 - Rep Reported positive reviews of BUS220/204/007.
2(c)	Assessment and feedback
2019.019	No items to discuss – applicable to next meeting.
2(d)	Academic support
2019.020	Business Management (BSc) Year 3 - Rep

	AB mentioned GMAT and support. Would also like more information regarding Royal Literary Fellows (Kyla).
2 (d)	Careers Support
2019.021	Welcome Back Y3 talk – career JB is to send out all information to students about Welcome Back Week.
2019.022	PM mentioned LinkedIn/Bright network signups and recommended reps to encourage sign ups.
2019.023	HG talks about TalentPool recruitment and preparing for internships for y2/y3/graduation. Excellent emails have been received from internship support.
2(e)	Organisation and communication
2019.024	Marketing and Management (BSc) Year 2 - Rep DH reported BUS240/246 as very positive, well organised, enjoyable and insightful BUS242: email tone is imposing, unhelpful, and unfriendly. Not much responsiveness, but there were differences in opinion from reps re communication effectiveness. MO has stated there are different approaches to teaching/assessment/academic support and it is beneficial to students in preparing for workplace.
2019.025	The Chair has suggested for himself to set up a meeting with the module organiser. To note: MO and TV BM directors and covering CX while on sabbatical
2019.026	Y3 Timetabling – gaps decreased but greater spread of days. There has been a request to have student-elective seminars. Y1 transformation: more on reading skills/competency. Timetabling gaps for Y1s will be addressed next year.
2019.027	Business Management (BSc) Year 3 - Rep - AB Suggested if participation in seminars becomes a part of assessment. AH responded that this is not possible under QM regulations.
2(f)	Learning resources
2019.028	Business Management (BSc) Year 3 - Rep - AB Financial Times other newspaper subscriptions are free – but there needs to be greater promotion. JB is to send links to subscriptions to reps to circulate
2019.29	AM Y3 Audit and Assurance – there are no books available yet. Marketing and Management Y1 Old copies for Marketing y1 texts (eBooks) NH stresses any issues to raise with MO first and then PD.
2019.30	Reading lists sent to Y1 students prior to enrolment IC will send an email to Y1 Accounting students to remind them

	BUS144 (PAD) (M&M students cannot attend) – issue cannot be resolved. PM will consult with NickT for Alternatives for SEM B.
Part 3 – Any Other Business	
2019.031	No other items.
Part 4 – Date of the next meeting	
2019.032	The committee noted that the time and date of the next meeting will be November 27th, 3pm-5pm, E303.

Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status	Explanation of Action Taken
Preliminary Items	Reps to send letter of interest to SK by 5th November 2019	Course Reps	Completed	Co-Chairs Confirmed
Preliminary Items	TLC invitation (30-11-19) reps to send letter of interest to SK by 5th November 2019	Course Reps	Completed	Co-Chairs Confirmed
1F	TV 3rd year meeting – support from reps in setting this up	TV (3 rd Year PD)	Completed	
2B	SK to follow up with MO (BUS230)	SK	Completed	An extensive update was provided to SK about the last couple of weeks. Office hours emails have been sent every week.
2D	Welcome Back Week - WK8 info to all students	JB	Completed	An extensive menu of activities for welcome week
2D	Linkedin/Bright network signups : to encourage to sign up	Course Reps	Completed	
2E	To set up meeting with BUS242 MO	SK, Yr 2 Reps and PDs	In the process of setting up a meeting	
2F	To send links to newspaper subscriptions to reps to circulate	JB	Completed	
2F	To send email reminder to Y1 Accounting students	IC		