

**School of Mathematical Sciences
Undergraduate Student Staff Liaison Committee
17th June 2020, 13:00 – 14:30 via Microsoft Teams**

Minutes

Staff members present:

| Name | Role |
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| Justin Ward (JW) | Chair |
| Mark Walters (MW) | Director of Education |
| Shabnam Beheshti (SB) | Deputy Director of Education |
| William NG (WN) | Student Support Officer |
| Nadia Hussain (NH) | Secretary |
| Simon Rawstron (SR) | Education Services Manager |
| Robert Johnson (RJ) | Director of Undergraduate Operations |
| James Soderman (JS) | Faculty Liaison Librarian: Science and Engineering |
| Steve Coad (SC) | Senior Tutor |
| Maria Patsou (MP) | Education Services Administrator |

Student members present:

| Name | Programme name and level |
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| Denis Mih (DM) | BSc Mathematics – 1 st Year (Joint Honours) |
| Nirusiya Sriskantharajah (NS) | BSc Mathematics – 1 st Year (Single Honours) |
| Pinali Vijaicant (PV) | BSc Mathematics - 2 nd Year (Joint Honours) |
| Jordan Marajh (JM) | BSc Mathematics – 2 nd Year (Single Honours) |
| Raghad Zuraiki (RZ) | BSc Mathematics – 3 rd Year (Single Honours) |
| Shahin Hussain (SH) | BSc Mathematics – 3 rd Year (Single Honours) |

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| Sameen Khan (SK) | BSc Mathematics – 3 rd Year (Joint Honours) |
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Apologies for absence:

| Name | Programme name and level |
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| Stefan Couch (SF) | Career Consultant |
| Temi Familusi (TF) | BSc Mathematics – 1 st Year (Joint Honours) |
| Isaiah-Daniel Grillo (IDG) | BSc Mathematics – 2 nd Year (Single Honours) |

| Part 1 – Preliminary Items | |
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| 1(a) | Welcome and introduction for new members |
| | JW welcomed all members and all members introduced themselves. |
| 1(b) | Apologies for Absence |
| 2020.229 | NH noted the apologies from members as recorded above. |
| 1(c) | Minutes of the previous meeting |
| 2020.230 | The committee approved the minutes of the meeting held on 13 th May with no amendments. |
| 1(d) | Report on matters arising and actions taken |
| | The committee received a report on matters arising and noted the following: |
| 2020.231 | No comments were made about this item. |
| 1(e) | Terms of reference and membership |
| 2020.232 | No comments were made about this item. |
| 1(f) | Admissions, induction and enrolment |
| 2020.233 | WN noted that induction is likely be delivered in a blended learning approach and the University is currently setting the guidelines for Welcome week with representatives from Student Union. |
| Part 2 – Programme Delivery and other matters | |
| 2(a) | Programme/module developments and amendments |
| 2020.234 | The committee reviewed proposed programme/module developments and amendments. The following was discussed: |
| 2020.235 | No comments were made about this item. |
| 2(b) | Learning and teaching matters |
| 2020.236 | Representatives reported on learning and teaching matters and the following points were noted: |
| 2020.237 | 1 st Year Rep raised concerns about uncovered content for modules, Vectors and Matrices (MTH4*15) and Introduction to Algebra (MTH4104). MW reassured students that any missed materials will be incorporated into their post-requisites; Linear Algebra (MTH5112) will include MTH41*15 materials and Number Theory (MTH5130) will include MTH4104 materials. JW noted that blended learning would provide scope to upload additional material and missed lectures on QMplus. |
| 2020.238 | 2 nd Year Rep, JM highlighted that students who are currently enrolled onto Year-Aboard programmes have been given the flexibility to study abroad in |

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| | <p>their 4th year and not 3rd year, however many have not chosen their modules for the upcoming academic year.</p> <p>SR confirmed that module selections are currently on hold; QMUL are doing a review of all modules and students will have the opportunity to change or revise their modules in September up to the second week of Semester A.</p> <p>There are a few modules that are going to be removed at undergraduate and postgraduate level, the list is yet to be finalised.</p> |
| 2(c) | Assessment and feedback |
| 2020.239 | Representatives reported on assessment and feedback processes and the following points were noted: |
| 2020.240 | <p>1st and 2nd Year Reps reported that exams went well, and they appreciated the generous 24 hour submission deadline and their cohort were pleased with Module Organisers' prompt responses to queries.</p> <p>1st Year Rep suggested that for business modules, timeslots that have passed should be blocked. This is to ensure students do not select incorrect timings, particularly when under exam stress.</p> <p>2nd Year Rep, PV noted that students studying an Actuarial programme made two submissions: IFoA within 3 hours and QM within 24 hours. A handful of students did struggle but there was ample of time to complete both.</p> <p>2nd Year Rep, JM reported that students raised concerns of whether weeks 9 – 12 content was assessed in Complex Variables (MTH5103) exam, but they were quickly corrected by the module organiser that Question 5 was worth 20% of that last few weeks of teaching content. Concerns were also raised about the unfamiliarity of style of questions asked in Metrics, Spaces and Topology (MTH6107/P). MW clarified that previous exam content focused on proof based questions, required translation from lecture slides, however was not applicable to alternative assessments, hence style of questions were altered.</p> |
| 2020.241 | 2 nd Year Rep, JM raised concerns about the anonymity of the marking process; previously student's ID numbers were noted on their exam scripts but for alternative assessments, a picture of their ID was required to form the first page of their submission. |

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| | JW highlighted that although there is an option to set up a function of blind marking on QMplus (a random number is assigned to each submission, different from student ID number), markers were presented with student ID cards on first page. However, JW reassured students that academics are professional and subsequently suggested that for next assessment period students should crop their image and/or upload separate cover sheet. MW added that the intention of students presenting their ID cards was for integrity purposes. The option to blind mark was a function that was introduced later. |
| 2020.242 | SR reminded committee members that the final QM confirmation of results will be released 4 August. Undergraduate students will receive provisional marks by 21 July after the Subject Exam-Board on 1 July. |
| 2(d) | Academic support |
| 2020.243 | Representatives reported on academic support matters and the following points were noted: |
| 2020.244 | No comments were made about this item. |
| 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 |
| 2020.245 | Representatives reported on learning resources matters and the following points were noted: |
| 2020.246 | JS informed committee members that library is undergoing changes for the start of new academic year: taking measures to maintain social distancing, developments to library website and construction is likely to proceed next year. |
| 2020.247 | 2 nd Year Rep, PV praised the smooth working of QMplus during exam period, noting that there were no glitches or congestion on webpages during times of submission. |
| 2020.248 | JW raised that many students frequently log in and out of black board online tutorials/office hours and wonders whether this a black board issue or student's poor internet connection. |
| 2(g) | Consideration of External Examiner reports |
| 2020.249 | There were no reports to consider. |
| 2(h) | Student feedback (NSS/PTES/QMSS/Module evaluations) |

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| 2020.250 | The committee discussed responses to NSS/PTES and QMSS and noted the following: |
| 2020.251 | WN noted that there are no current updates, results may have been delayed due to pandemic, but will inform the maths department of results and feedback once received. |
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| 2(i) | Taught Programme Action Plans (TPAP) |
| 2020.252 | There was nothing to report. |
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| 2(j) | Periodic Review |
| 2020.253 | The committee received the self-evaluation document for the upcoming Periodic Review and noted the following: |
| 2020.254 | There were no comments. |
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| Part 3 – Any Other Business | |
| 2020.255 | The following items were raised under Any Other Business: |
| 2020.256 | RJ asked whether a celebratory event would be arranged for finalists, as usually students are sent off with a BBQ party organised by the school and Graduation ceremony. SR, noted that Alessanadra Mafei, School of Maths Marketing and Communication Officer will be leading on this, a Virtual Graduation is to take place on 5 August. |
| 2020.257 | SB stressed the differences between blended learning and distance learning and subsequently asked 1 st and 2 nd Year Reps what methods can the school incorporate to ensure students are engaged with not only teaching materials but with academics throughout the academic year. Although no suggestions were made, students were instructed to think of ways they can reap the same benefits from virtual learning, as they would have from face-to-face teaching. |
| 2020.258 | 2 nd Year Rep, PV highlighted that although she will be progressing to placement year, she would still like to be a part of UG SSLC as valuable contributions still can be made from placement year students. PV will confirm with Student Union of how reps are going to be elected in the forth-coming year. |
| 1st and Part 4 – Date of the next meeting | |
| 2020.259 | TBC |

Action Sheet: Student-Staff Liaison Committee

| Minute | Action | Responsibility | Timescale | Action status | Completed? |
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| 2020.256 | To provide update on Virtual Graduation | Alessandra | ASAP | | |