

**School of Mathematical Sciences
Undergraduate Student Staff Liaison Committee
29th April 2020, 13:00 – 14:30 via Microsoft Teams**

Minutes

Staff members present:

Name	Role
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

Student members present:

Name	Programme name and level
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)
Shahin Hussain (SH)	BSc Mathematics – 3 rd Year (Single Honours)

Apologies for absence:

Name	Programme name and level
Steve Coad (SC)	Senior Tutor
Maria Patsou (MP)	Education Services Administrator
Stefan Couch (SF)	Career Consultant
Sameen Khan (SK)	BSc Mathematics – 3 rd Year (Joint Honours)
Raghad Zuraiki (RZ)	BSc Mathematics –3 rd Year (Single Honours)
Safiya Amodi (SA)	BSc Mathematics – 2 nd Year (Single Honours)
Claire Ozee (CO)	BSc Mathematics – 1 st Year (Single Honours)
Temil Famulusi (TF)	Bsc Mathematics – 1 st Year (Joint Honours)
Isaiah-Daniel Grillo (IDG)	BSc Mathematics – 2 nd Year (Single Honours)

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2020.166	JW welcomed all members and all members introduced themselves.
1(b)	Apologies for Absence
2020.167	NH noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2020.168	The committee approved the minutes of the meeting held on 8 th April with no amendments.
1(d)	Report on matters arising and actions taken
	The committee received a report on matters arising and noted the following:
2020.169	<p>JW read through each of the action points from previous meeting, SR and SB confirmed the status of each:</p> <p>2020:1.35: Completed – SR confirmed that updates have now been sent to students who are both on placement now or due to go in 2020/21.</p> <p>2020.149: Completed – SR replaced 2019/2020 study guides with 2020/21 study guides on QMPlus.</p> <p>2020.146 & 2020.151: Completed – Following the request by course reps for modules to emulate Calculus MTH4*01 teaching practices (live tutorials/forums and office hours with lectures or tutors) SB sent a message to all Module Organisers detailing a concrete checklist for their modules (e.g. essential requirements such as office hours and optional requirements such as study plans). Although some MOs reported they had experienced technical issues, it was emphasised to them what the bare minimum was required on their QMPlus pages and to incorporate some of the course reps requests.</p> <p>2020.151: Completed - SB confirmed that for all modules 9-5 Virtual Drop-In Hours were being arranged from W/C 04 May and this information would sent to all students.</p> <p>2020.151: Completed – SB confirmed that MTH5101/MTH5105 Revision Lectures have been arranged.</p> <p>2020.151: Completed – With intention to boost Third Year student’s morale, SB informed members that a Student Voice Email was sent to finalists which included the availability of Senior Tutors. JW as a Third-Year Champion has also planned a revision lecture which will comprise of general tips for revision and how to revise for proofs and definition exam questions.</p>

	2020.152: Completed – SB informed members that Revision Lecture week has been planned and currently underway.
1(e)	Terms of reference and membership
2020.170	No comments were made about this item.
1(f)	Admissions, induction and enrolment
2020.171	MW informed the committee members that the A-Level Result release date remains the same as in previous years, 13 th August. Students' grades will be predicted by their school and will be moderated. A proportion of the grades will be similar to previous years, though a little grade inflation is expected. Clearing will continue as usual from mid-August to the start of the first semester. Students that have applied to Higher Education via UCAS are expected to make choices in the run up to the new deadline mid-June.
Part 2 – Programme Delivery and other matters	
2(a)	Programme/module developments and amendments
2020.172	The committee reviewed proposed programme/module developments and amendments. The following was discussed:
2020.173	MW reminded student reps that Professional Skills with Data Analysis with SAS (MTH5002) will no longer be taught in second year and has been replaced with Actuarial Maths I (MTH5124). MW also informed students of the possibility that Actuarial Project (MTH6153) could be merged with Third Year Project Module (MTH6138). This will not disadvantage student's module availability as Third Year Project can focus on actuarial.
2(b)	Learning and teaching matters
2020.174	Representatives reported on learning and teaching matters and the following points were noted:
2020.175	2 nd Year Rep, PV informed the staff of SSLC that Actuarial Mathematics Actuarial II (MTH5125) mid-term test results were released last week.
2020.176	2 nd Year Rep, JM praised Ring Theory's Revision Lecture. The structure of the lecture was helpful; first a holistic overview of the course materials was outlined and then content that was considered difficult was explained in detail.
2020.178	No comments from 1 st or 3 rd Year reps.
2(c)	Assessment and feedback
2020.179	Representatives reported on assessment and feedback processes and the following points were noted:

2020.180	There were no comments.
2(d)	Academic support
2020.181	Representatives reported on academic support matters and the following points were noted:
2020.182	2 nd Year Rep, PV has been struggling to make contact with Dr Lawrence Pettit. SR's response was Dr Petite and himself have been in regular contact and requested PV to forward email to maths@qmul.ac.uk so it can be relayed to Dr Petite accordingly. POST MEETING – PV has now been in contact with Dr Pettit.
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
2020.183	Representatives reported on learning resources matters and the following points were noted:
2020.184	JS had no updates to share.
2(g)	Consideration of External Examiner reports
2020.185	There we no reports to consider.
2(h)	Student feedback (NSS/PTES/QMSS/Module evaluations)
2020.186	The committee discussed responses to NSS/PTES and QMSS and noted the following:
2020.187	WN informed students that the NSS is due to close on 30 th April and students can still complete the survey. UKES has already closed, results expected in a couple of months.
2(i)	Taught Programme Action Plans (TPAP)
2020.189	There was nothing to report.
2(j)	Periodic Review
2020.190	The committee received the self-evaluation document for the upcoming Periodic Review and noted the following:
2020.191	There were no comments.

Part 3 – Any Other Business	
2020.192	The following items were raised under Any Other Business:
2020.193	<p>JW shared email received from Stefan Couch (School of Maths Careers Consultant) in which he highlights that support is available from him and the Careers and Enterprise team, e-newsletters detailing latest opportunities are shared bi-weekly and a new campaign has been introduced, #AdaptToSucceed campaign – http://www.careers.qmul.ac.uk/covid-19/ .</p> <p>Following a request from SC, JW invited ideas from UG reps, particularly from third year students, of how the Careers and Enterprise team could provide better support and when the best time would be to receive this support. 3rd Year Rep, SH, shared positive feedback from students receiving support for placements/graduate schemes and subsequently securing a place. However, there’s a general consensus amongst 3rd year peers that support for writing up personal statements and applying to grants/bursaries for MSc applications is much needed.</p> <p>2nd Year Rep, PV added that many students are being invited to assessment centres and online interviews. However, much support is required now, as recruitment has reduced and large companies have also closed their applications to graduate schemes/placement. Although there is an appetite for support right now, many students will be focusing on exams. Therefore, direct contact will be ideal, as students will be able to email for assistance when suitable to them.</p>
2020.194	<p>SB informed the committee that sending another student voice email at the revision week will be a good and compassionate gesture. She shared a drafted email and invited ideas for coping strategies being used.</p> <p>JW noted that there is sharp transition from professional to personal life. Knowing what topics to study each day, setting boundaries and structuring the day helps with maintaining balance.</p> <p>3rd Year rep, SH mentioned there is a general struggle from revising at home, simulating a work environment by re-arranging bedroom and moving furniture diverts mind from thinking it is place solely for relaxing.</p> <p>SH further added that virtually revising with friends via Skype (or other video call platforms) also simulates a classroom environment as questions and answers can be bounced back and forth. Also seeing others revise with their heads down spurs motivation.</p> <p>2nd Year Rep, PV drew upon how the sharp transition between studying and leisure time could be minimised by physically getting ready and sitting by a</p>

	<p>table. It's an artificial ritual that could be incorporated for the brain to shift gears and create a different focus, irrespective of being at home or not.</p> <p>JS shared a link that details study tips created by the library's Teaching and Learning team https://www.library.qmul.ac.uk/media/library/using-the-library/Advice-for-studying-online-at-home-final.docx</p> <p>1st year rep, DM noted that using books, printing lectures notes and slides are useful and can be printed for cheap using https://www.doxdirect.com/. It eliminates distractions that students may experience from working on a computer.</p> <p>SB touched upon being compassionate, not reading in between the lines and opening up with others provides a sense of comfort.</p> <p>RJ also added the importance of not comparing oneself with others, recognising flexibility and to not hold ourselves to standards that are not possible for us.</p> <p>RJ also mentioned that exercising in the morning before breakfast works for him and simulates a virtual commute.</p> <p>SB asked how students are coping while fasting. No comments were made.</p> <p>General consensus among committee that keeping in contact with others and taking regular breaks are essential.</p> <p>JS reminded committee that student support is still available online.</p> <p>SB ended with informing members that she will include all the tips in the student voice email and will sign it off from herself and behalf of SSLC which is to be sent on Friday.</p>
Part 4 – Date of the next meeting	
2020.195	The committee noted that the next meeting would take place on Wednesday 13 th May at 13:00 via Microsoft Teams.

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Completed?
-	No Actions	-	-	-	-