

**School of Business and Management
Postgraduate Student Staff Liaison Committee
(MSc A&M, MSc A&F)
Semester 1, Meeting 2
November 25th, (4pm, MS Teams)**

Minutes

Staff members present:

Kristofer Kerrigan-Graham (KKG)	Chair
Dr Nicholas Tsitsianis (NT)	Programme Director MSC A&M and A&F
Helen Green (HG)	Employer Engagement and Internships Coordinator
Iain McLoughlin (IM)	Senior Career Coach
Richard Evans (RE)	Faculty Liaison Librarian (HSS)
Jenny Murphy (JM)	Postgraduate Programmes Manager
Alicia George (AG)	Alumni Relations And Events Officer
Ripa Parvin (RP)	Student Support Officer & Secretary to Committee

Student members present:

Agra Rangunath (AR)	MSc Accounting and Management – Course rep
Stacey Kanor (SK)	MSc Accounting and Management – Course rep

Apologies

Wenrui Wang (WW)	MSc Accounting and Finance– Course rep
Fatima Bismillah (FB)	Programmes Administrator
Dr Georgy Petrov (DP)	Director of Skills and Employer Engagement
Dr Patrick McGurk (PM)	Director BSc Business Management (Apprenticeship)

Part 1 – Preliminary Items	
1(a)	Welcome and introduction of Co-Chair
2020.01	No comments.
1(b)	Apologies for Absence
2020.02	Noted as above.
Part 2 – Programme Delivery and other matters	
2(a)	Programme updates
2020.03	NT gives an update on the programme and how marks have now been released for various modules.
2(b)	Learning and teaching matters
2020.04	AR would like more information in regards to exams, accessing exam papers, formats, and when this information is due to be released. KKG informs the meeting all information will be communicated to students this week.
2020.05	SK reports no comments.
2(c)	Advising/Careers support

2020.06	IM reports he has finished all presentations of Semester A and is impressed by the engagement levels from PGT students. HG asks if students have received alerts from careers. Reps say they have.
2(d)	Organisation and communication
2020.07	Nothing to feedback.
2(e)	Learning resources
2020.08	RE gave updates from the Library. There is increased access for study spaces and on-going planning of campus services over Christmas.
Part 3 – Any Other Business	
2020.09	AR asks if there will be any revision lectures. JM says there may be revisions sessions on the last week of term. JM advises course reps to ask MO. NT confirms on the 2/3 rd January there will be revision sessions.
Part 4 – Date of the next meeting	
2020.10	17 th February 2021 via MS Teams.

Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status	Explanation of Action Taken
No Actions recorded				

School of Business and Management
SBM Postgraduate Staff Student Liaison Committee
(MSc BAnalytics, MSc IB & MSc IFM)
Semester 1, Meeting 2
November 25th, 1pm, MS Teams
Minutes

Staff members present:

James Boote (JB)	Chair
Dr Deven Bathia (DB)	Programme Director MSc. International Financial Management
Dr Eun-Seok Kim (EK)	Programme Director MSc. International Business
Richard Evans (RE)	Faculty Liaison Librarian (HSS)
Jenny Murphy (JM)	Postgraduate Programmes Manager
Ripa Parvin (RP)	Student Support Officer & Secretary
Alicia George (AG)	Alumni Relations And Events Officer

Student members present:

Francesca Zani (FZ)	MSc International Business – Course rep
Muhammad Musa (MM)	MSc Business Analytics – Course rep

Apologies:

Dr Georgy Petrov (GP)	Director of Skills and Employer Engagement
Iain McLoughlin (IM)	Senior Career Coach
Helen Green (HG)	Employer Engagement and Internships Coordinator
Fatima Bismillah (FB)	Postgraduate Administrator
Thi Thuy Trang Le (TL)	MSc Business Analytics– Course rep
Frank Amoah (FA)	MSc International Financial Management – Course rep
Maria Caterina Ponticelli (MP)	MSc Development and International Business – Course rep

Part 1 – Preliminary Items	
1(a)	Welcome and introduction of Co-Chair
2020.01	Course reps to respond to Chair about expression of interest to this position.
1(b)	Apologies for Absence
2020.02	Noted as above.
Part 2 – Programme Delivery and other matters	
2(a)	Programme updates
2020.03	EK reports students requested more f2f teaching. Two f2f lectures have been delivered in week 5 and another two will be delivered in week 11. Everything else has been going well.
2020.04	DB reports no issues so far. F2f lectures will also be delivered on campus and student are happy with this.

2(b)	Learning and teaching matters
2020.05	FZ reports great feedback in general. Only concern is the amount of work and assessments that are due.
2020.06	MMK reports connectivity issues with BUSm139, but this was resolved with MO. Would like more info about f2f session and organisation. JB responds with updates in regards to f2f teaching, survey has been reopened to students to make their selection. Action: Course reps to encourage cohort to fill survey for f2f learning.
2020.07	JB reports the school has confirmed the exam dates for January. Dates will be released by week opening 30 th November 2020.
2(c)	Advising/ Careers support
2020.08	FZ reports great feedback from advising sessions.
2020.09	MMK also reports good feedback from advising sessions. Action: Course reps to send suggestions for next semesters' advising sessions.
2(d)	Organisation and communication
2020.10	AG wanted to get an insight on events activity from Semester A. Would like to welcome any feedback/suggestions for Semester B.
2020.11	FZ reports some students expressed lack of interaction, but understandable it is not controllable due to the pandemic. Action: Course reps to send feedback from Semester A and send suggestions regarding event ideas for Semester B.
2(e)	Learning resources
2020.12	RE gave updates from the Library. There is increased access for study spaces and on-going planning of campus services over Christmas. No particular issues raised by course reps. Library 'bite size sessions' have been advertised. Action: Course Reps to share information about increased access for study spaces in the library.
Part 3 – Any Other Business	
2020.13	FZ reports lack of group study spaces in the library. RE will feed this back and report with information regarding this. Strict lockdown meant Library had to cancel study spaces for group work. Action: RE will feed this back and report with information regarding study spaces for group work.
Part 4 – Date of the next meeting	
2020.14	18 th February 2021 via MS Teams.

Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
1a	Course reps to respond to Chair about expression of interest to this position.	Course reps	Completed
2b	Course reps to encourage cohort to fill survey for f2f teaching.	Course reps	Completed
2c	Course reps to send suggestions for Semester B advising sessions.	Course reps	Completed
2d	Course reps to send feedback from Semester A events and send suggestions regarding event ideas for Semester B.	Course reps	Completed
2e	Course Reps to share information about increased access for study spaces in the library.	Course reps	Completed
3	RE will feed this back and report with information regarding study spaces for group work.	RE	Completed

**School of Business and Management
SBM Postgraduate Staff Student Liaison Committee
(MSc IHRM & MA HM)
Semester 1, Meeting 2
25th November 2020 (2pm, MS Teams)**

Minutes

Staff members present:

Kristofer Kerrigan-Graham (KKG)	Chair
Dr Edward Legon (EL)	Programme Director MSc. Heritage Management
Dr Maria Adamson (MA)	Programme Director MSc. IHRM
Helen Green (HG)	Employer Engagement and Internships Coordinator
Jenny Murphy (JM)	Postgraduate Programmes Manager
Ripa Parvin (RP)	Student Support Officer & Secretary

Student members present:

Anna Somner (AS)	Course rep for MA Heritage Management
Jennifer Newby (JN)	Course rep for MSc. IHRM

Apologies:

Dr Georgy Petrov (GP)	Director of Skills and Employer Engagement
Sakile Martin (SM)	Postgraduate Programmes Administrator
Richard Evans (RE)	Faculty Liaison Librarian (HSS)

Part 1 – Preliminary Items	
1(a)	Welcome
2020.01	Chair welcomed students and staff to the meeting.
1(b)	Apologies for Absence
2020.02	Noted as above.
Part 2 – Programme Delivery and other matters	
2(a)	Programme updates/introductions
2020.03	EL provided updates with programme.
2(b)	Learning and teaching matters
2020.04	AS reports very clear information in regards to examinations.
2020.05	AS reports main issue with BUSM017 second assignment. Due date is set for 16th December but this was only released two days ago, but no received support on this.
2020.06	JN agrees with the above comment. In the lecture, the MO did not go into much detail about the assignment and its questions. Students are able to create own questions, but no support on how to do this.

2020.07	<p>No marking criteria and so would like to request MO to communicate their expectations.</p> <p>Action: JM to look into deadlines and moving this.</p> <p>MA asks JM when students can make elective choices. JM to confirm from registry when the window opens to make changes.</p>
2(c)	Advising/Careers support
2020.08	AS really positive and useful information about Extenuating Circumstances. James was incredibly helpful.
2(d)	Organisation and communication
2020.09	JN would request all assignment and dates published in beginning of SEM B on QMPlus.
2020.10	JN mentions Nelarine's module, where she released the information the night before a 9am lecture.
2(e)	Learning resources
2020.11	There is increased access for study spaces and on-going planning of campus services over Christmas.
2020.12	<p>Course reps expressed break out rooms last for 30 minutes, which may be too long.</p> <p>EL explains it is useful to have 30 minutes to allow time for students to move in and virtually.</p> <p>Course reps would prefer more discussion time in main room.</p>
Part 3 – Any Other Business	
2020.13	None noted.
Part 4 – Date of the next meeting	
2020.14	18 th February 2021 via MS Teams.

Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
2b	JM to look into deadlines for BUSM017	JM	Completed

**School of Business and Management
SBM Postgraduate Staff Student Liaison Committee
(MSc Marketing, MSc Management & MSc E&I)
Semester 1, Meeting 2
November 25th 2020 (12pm, MS Teams)**

Minutes

Staff members present:

James Boote (JB)	Chair
Dr Lilian Schofield (LS)	Programme Director MSc. Management
Dr Yasser Bhatti (YB)	Programme Director MSc. E&I
Dr Yuansi Hou (YH)	Programme Director for MSc. Marketing
Dr Georgy Petrov (GP)	Director of Skills and Employer Engagement
Richard Evans (RE)	Faculty Liaison Librarian (HSS)
Jenny Murphy (JM)	Postgraduate Programmes Manager
Alicia George (AG)	Alumni Relations And Events Officer
Ripa Parvin (RP)	Student Support Officer & Secretary to Committee

Student members present:

Karan Manish Mehta (KMM)	Course rep for MSc. Management
Ruka Honda (RH)	Course rep for MSc. Marketing
Ipek Kavalar (IK)	Course rep for MSc. Marketing
Afaq Butt (AB)	Course rep for MSc. E&I

Apologies:

Diana Ziedina (DZ)	Course rep for MSc. Management
Karan Manish Mehta (KMM)	Course rep for MSc. Management

Part 1 – Preliminary Items	
1(a)	Welcome and introduction of Co-Chair
2020.01	Course reps to respond to Chair about expression of interest to this position.
1(b)	Apologies for Absence
2020.02	As noted above.
Part 2 – Programme Delivery and other matters	
2(a)	Programme updates
2020.03	YB gives updates on current numbers for January 2021 intake for this programme.
2020.04	LS reports finding from monthly informal meeting with cohort. Some students expressed lack of contact with relevant people involved with timetabling. JM explained the process of f2f teaching and timetabling. Action: LS to forward this student to JM to look into.

2020.05	YH looked into numbers of January 2021 intake and it is looking good. Semester B preparation has begun including on campus f2f teaching.
2(b)	Learning and teaching matters
2020.06	AB mentions issue where E&I students thought they were supposed to submit work towards their dissertation. It seems it was intended for Management students.
2020.07	AB would like to know when January exams timetable are to be released. JB reports the final draft has been sent back to timetabling, but they will be released early next week.
2020.08	AB reports feedback for BUSM186, instructions for the essays were vague and unsure what is expected of students. YB responds he can look into the above.
2020.09	RH reports teaching style for BUSM099 and BUSM096, the pre-recorded videos have not been uploaded on time during week 8&9. YH responded this was due to technical issues of uploading.
2020.10	RH shares that the cohort would like to request more information required for dissertation as could be more prepared with working on this. YH responds that there will be a briefing session in January about dissertation, which goes over support. There is also a Research methods module in Semester B and is directly related to dissertation.
2(c)	Advising Sessions Feedback/Careers support
2020.11	AB used careers very often and is pleased with the support and how instant the response rate is.
2020.12	IM replies he is impressed with the level of engagement from PGT students.
2(d)	Organisation and communication
2020.13	AB reported issues with room numbers for f2f sessions. Timetabling issue with BUSM069. JM responds that she will check this with timetable. Action: JM will check the BUSM069 timetable and report back. LS asks if f2f emails were communicated to students. JB clarified this was released two weeks ago and it has been re-released to get more responses.
2(e)	Learning resources
2020.14	RE gave updates from the Library. There is increased access for study spaces and on-going planning of campus services over Christmas. Action: Course Reps to share information about increased access for study spaces in the library.
Part 3 – Any Other Business	
2020.15	AG wanted to get an insight on events activity from Semester A. Would like to welcome any feedback/suggestions for Semester B. Action: Course reps to ask cohort about feedback on events for Semester B.
Part 4 – Date of the next meeting	
2020.16	18 th February 2021 via MS Teams.

Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
2a	LS to forward the student struggling with timetabling to JM.	JM	Complete
2b	YB will look into the module BUSM186 and speak with the module.	YB	Complete
2d	JM will check the BUSM069 timetable and report back.	JM	Complete
2e	Course Reps to share information about increased access for study spaces in the library.	Course reps	Complete
3	Course reps to send feedback from Semester A events and send suggestions regarding event ideas for Semester B.	Course reps	Complete