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**School of Business and Management
Postgraduate Student Staff Liaison Committee
(MSc A&M, MSc A&F)
Semester 1, Meeting 1
28th October, 2020 (4pm, MS Teams)**

Minutes

Staff members present:

Kristofer Kerrigan-Graham (KKG)	Chair
Dr Nicholas Tsitsianis (NT)	Programme Director MSC A&M and A&F
Dr Georgy Petrov (DP)	Director of Skills and Employer Engagement
Dr Patrick McGurk (PM)	Director BSc Business Management (Apprenticeship)
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
Fatima Bismillah (FB)	Programmes Administrator
Ripa Parvin (RP)	Student Support Officer & Secretary to Committee

Student members present:

Agra Ragunath (AR)	MSc Accounting and Management – Course rep
Stacey Kanor (SK)	MSc Accounting and Management – Course rep
Wenrui Wang (WW)	MSc Accounting and Finance– Course rep

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2020.01	Chair welcomed students and staff to the meeting and everyone introduced themselves.
1(b)	Apologies for Absence
2020.02	None noted.
1(c)	Terms of reference and membership & Student Voice
2020.03	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.
Part 1(f) Admissions, induction and enrolment	
2020.04	SK said they were very good; all sessions were informative. No negative comments.
Part 2 – Programme Delivery and other matters	
2(a)	Programme updates/introductions
2020.05	All PDs are now known.
2(b)	Learning and teaching matters

2020.06	AR reports for BUSM070 the lecturer does not record the live lecture but uploads asynchronous sessions after.
2(c)	Advising Sessions Feedback/Careers support
2020.07	AR clash with BUSM114 and BUSM116. ACTION: RP to resolve the clash with A&M advisor session.
2(d)	Organisation and communication
2020.08	SK communication is really strong and keeps us up to date. AR also agrees.
2(e)	Learning resources
2020.09	SK zoom and MS teams going well. Interaction is very good; student communicate with no issues. Everything is accessible online. Any issues that students experience they get in contact with each other via Whatsapp and asks the MO.
2020.10	WW also agrees no issues with online sessions and is preferable for international students.
2020.11	SK BUSM113 wasn't available in the library and students had to purchase. RE said you can speak to MO to request to purchase more copies or even email library. WW not sure how to use the Library page on QMPlus. RE said the Library website has the same content. Suggests to go to the induction pages and recap.
Part 3 – Any Other Business	
2020.12	AR lecture recordings is timed for only 1 hour. Any discussion after is cut off. QReview system only allows one hour recordings. PDF document was provided for in class test. It would've helped to convert to Word so can write answers within the test instead of copying and pasting. It would have saved a few minutes if converted at the time. NT two versions will be created, one Word and one PDF. ACTION: KKG to let relevant staff know to upload two versions of the test - one word and one PDF.
2020.13	SK ask if students can experience one module and then change for the SEM B electives. JM there is opportunity where you be registered on the module and you can change it afterward. AR asks if students can have any introductions to these electives. NT says depends if can organise an open day/drop in office hours so students can ask questions about info about module. Perhaps drop in a couple of days after exam period.
2020.14	WW asks about f2f approach for Sem B. KKG reports he will send out information over the next few weeks about how sessions will be run next semester and giving students the choice of which they would prefer.
Part 4 – Date of the next meeting	
2020.	The committee noted that the time and date of the next meeting will be November 25th, 4pm, MS Teams.

Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
2c	To resolve the clash with A&M advisor session.	RP	Completed
3	To let relevant staff know to upload two versions of the test - one word and one PDF	KKG	Complete

School of Business and Management
SBM Postgraduate Staff Student Liaison Committee
(MSc BAnalytics, MSc IB & MSc IFM)
Semester 1, Meeting 1
28th October 2020 (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 to Committee

Student members present:

Francesca Zani (FZ)	MSc International Business – Course rep
Frank Amoah (FA)	MSc International Financial Management – Course rep
Thi Thuy Trang Le (TL)	MSc Business Analytics – Course rep
Maria Caterina Ponticelli (MP)	MSc Development and International Business – Course rep

Apologies:

Dr Georgy Petrov (GP)	Director of Skills and Employer Engagement
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Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2020.01	Chair welcomed students and staff to the meeting and everyone introduced themselves.
1(b)	Apologies for Absence
2020.02	None noted.
1(c)	Terms of reference and membership & Student Voice
2020.03	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.
Part 1(f) Admissions, induction and enrolment	
2020.04	No comments.
Part 2 – Programme Delivery and other matters	
2(a)	Programme updates/introductions
2020.05	All PDs are now known.
2(b)	Learning and teaching matters

2020.06	FA requests if students be granted extra hours for online exams. DB explains the process for online exams.
2020.07	FA asks about additional time for in class tests. The committee shared information about DDS to the course rep to share with peer.
2020.08	FZ reports students need for more information and guidance regarding end of term assessments. Chair advised to seek clarification from MO. ACTION: FZ take this back to MO to seek clarification for BUSM014 and BUSM041.
2020.09	TL asks if students can get more guidance on the framing a research questions and the process of collecting data in relation to chosen topic. JB seek guidance from MO and or PD.
2(c)	Advising Sessions Feedback/Careers support
2020.10	No comments.
2(d)	Organisation and communication
2020.11	No comments.
2(e)	Learning resources
2020.12	TL asks if students can get access to more e-books. RE explains the processes surrounding this and updates with further information and advice on how to get around this.
2020.13	MP reports excellent feedback from cohort, everything is going very well and no issues with online content.
Part 3 – Any Other Business	
2020.14	FZ asks about f2f sessions. EK says if situation allows will check with MO for more f2f delivery. JM also reports email will be sent to all students asking what they would prefer, whether its online or f2f.
Part 4 – Date of the next meeting	
2020.	The committee noted that the time and date of the next meeting will be November 25th, 1pm, MS Teams.

Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
2b	FZ to seek clarification from MO for BUSM014 and BUSM041 regarding end of term assessments	FZ	Complete

**School of Business and Management
SBM Postgraduate Staff Student Liaison Committee
(MSc IHRM & MSc HM)
Semester 1, Meeting 1
28th October 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
Dr Georgy Petrov (GP)	Director of Skills and Employer Engagement
Richard Evans (RE)	Faculty Liaison Librarian (HSS)
Helen Green (HG)	Employer Engagement and Internships Coordinator
Jenny Murphy (JM)	Postgraduate Programmes Manager
Ripa Parvin (RP)	Student Support Officer & Secretary to Committee

Student members present:

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

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2020.01	Chair welcomed students and staff to the meeting and everyone introduced themselves.
1(b)	Apologies for Absence
2020.02	None noted.
1(c)	Terms of reference and membership & Student Voice
2020.03	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.
Part 1(f) Admissions, induction and enrolment	
2020.04	JN said welcome week, in particular careers and development was really helpful.
2020.05	AS said welcome week was really thorough and planned. Issues with enrolment, communications were automated and not clear. JD and EL will have closer involvement in the admissions process in 2020-21, which should mean that the students receive more regular and more personalised information, as well as opportunities to raise questions about the course.
Part 2 – Programme Delivery and other matters	

2(a)	Programme updates/introductions
2020.06	All PDs are now known.
2(b)	Learning and teaching matters
2020.07	JN Issues over blended learning approach. JM explains the process of f2f activities and plans for semester B. Aim is to provide the blended learning approach. ACTION: KKG to send out comms to students in regards to f2f learning.
2020.08	AS reports the change of the optional modules were poorly communicated. The decision to not run the 'partner' MA in Creative Industries and Arts Organisation must have been made before Welcome Week. EL apologies for this not communicated. Considerable efforts were made by the PDs to ensure that new elective modules were added to the MA which continued to fulfil the programme's learning objectives, and did so from a relatively limited selection of available modules across the university. EL and JD are now exploring ways of ensuring with relevant Professional Services colleagues that all programme changes in advance of 2021-22 are communicated to existing and incoming students much earlier.
2020.09	AS says it has been really disappointing to see that most of the business students on elective modules do not turn their cameras on or contribute. MA says there is push from academic staff to be more engaging.
2020.10	JN said maybe have the lecturers to go into the breakout rooms, explains the instructions and drop in and out of the breakout rooms. MA suggests for students to use the act for help button in zoom in breakout rooms. GP suggests to identify a person who doesn't contribute and choose them to facilitate the break out room. ACTION: GP to test this in his module and feedback at the next meeting about how this worked.
2020.11	AS said students are trying their best to draw links directly connecting business modules to the field of heritage studies. This could also be done within the s seminars with the aid of the conveners. Also some consideration towards how charities and the public sector works would be most welcome.
2020.12	AS said Heritages module is also really interesting and has such great topics. Some students have remarked on the volume of preparation to do for each seminar when you include watching the lectures and doing all the reading. EL has he will consider whether and how the volume of preparation can be addressed in the second half the semester.
2020.13	EL has taken on board the feedback about how the business/management-oriented elements of the programme might be tied more explicitly to the MA's core heritage management focus. To some extent, the application of the business elements of the programme in a heritage setting should have become increasingly apparent in the Managing Heritages (BUSM164) module (such as in the finance session in Week 9), and will continue to do so in that module and the Professional Placement module (BUSM166) in Semester B.
2020.14	EL has been in touch with all relevant Semester A elective module organisers to offer support to integrate the MA Heritage Management students further.

2020.15	<p>Feedback about Managing Diversity (BUSM017) and Human Resource Management (BUSM110) has also been communicated directly to Maria Adamson as Programme Director of MSc International Human Resource Management and she has actioned/responded to this.</p> <p>EL is arranging to meet the module organisers of the Semester B modules before the Christmas break to discuss the particular needs of the MA Heritage Management students and how these can be addressed (e.g. examples from heritage, charitable, or public sectors).</p>
2(c)	Advising Sessions Feedback/Careers support
2020.16	AS said James is really helpful and friendly in advisor session. Reported many students have not really had much interaction with the Careers Team. HG introduced herself.
2020.17	<p>JN said Ripa is kind and approachable and available to answer any questions, comforting knowing students have an advisor.</p> <p>Careers meetings are very helpful but the availability and opportunity to utilise them has not been communicated to all students. HG explained there are plenty of these meeting available and shared links on how to book.</p> <p>EL and John have been in touch with Iain McLoughlin and Georgy Petrov to arrange next year's careers event for the MA Heritage Management students. In response to SSLC feedback, this is being arranged for either February or March 2020 (with final details tbc). Iain will be able to provide tailored guidance to the MA cohort.</p>
2(d)	Organisation and communication
2020.18	In response to concerns about Semester B, John communicated the full, adapted plan for the Professional Placement module (BUSM166) on 12 November.
2(e)	Learning resources
2020.19	<p>JN reported students would like a workshop on how to use library facilities. RE updated all about the library services and useful links. RE said he will certainly go ahead and see Library can put together workshops.</p> <p>ACTION: RE to organise workshops on how to use library facilities.</p>
2020.20	JN: ZOOM and teams preferred. Collaborate is tricky to use for international students especially from South east Asia and China.
Part 3 – Any Other Business	
2020.21	<p>JN - a distant learning student who is planning to come to the UK in January but fears the uncertainty of a second lockdown would like to know if the 5th of February deadline before needing to be in London has/is going to change.</p> <p>ACTION: JN to email James/Kris about distant learning student.</p>
2020.22	<p>COVID testing centres being done before students return to campus from Xmas holidays.</p> <p>ACTION: KKG will find out and report back.</p>
2020.23	In response to SSLC feedback, Ed has arranged with the School of History to add students to their news and events mailing list when this returns (it has Iain

	fallow in recent months owing to the disruption which Covid-19 has caused to their events schedule).
Part 4 – Date of the next meeting	
2020.24	The committee noted that the time and date of the next meeting will be November 25th, 2pm, MS Teams.

Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
2b	KKG to send out comms to students in regards to f2f learning.	KKG	Completed
2b	GP to test selecting a student who facilitates the breakout rooms and feedback at the next meeting about how this worked.	GP	Completed
2c	RE to organise workshops on how to use library facilities.	RE	Completed
3	JN to email James/Kris about distant learning student	JN	Complete
3	To find out if there will be COVID testing centres for students who return to campus from Xmas holidays.	KKG	Complete

**School of Business and Management
SBM Postgraduate Staff Student Liaison Committee
(MSc Marketing, MSc Management & MSc E&I)
Semester 1, Meeting 1
28th October 2020 (12pm, MS Teams)**

Minutes

Staff members present:

James Boote (JB)	Chair
Dr Lilian Schofield (LS)	Programme Director MSc. Management
Dr Yasser Bhatti (YS)	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
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

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2020.01	Chair welcomed students and staff to the meeting and everyone introduced themselves.
1(b)	Apologies for Absence
2020.02	None noted.
1(c)	Terms of reference and membership & Student Voice
2020.03	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.
Part 1(f) Admissions, induction and enrolment	
2020.04	Overall consensus that welcome week went well.
Part 2 – Programme Delivery and other matters	
2(a)	Programme updates/introductions
2020.05	All PDs are now known.
2(b)	Learning and teaching matters
2020.06	KMM mentions a module where lecturer reading off slides. ACTION: KKM to clarify which module this is in reference to.
2020.07	IK says lack of guest speakers. Marketing could be more practical in BUSM099.

	YH reports Arash is organising to invite guest speakers. However, it is difficult to invite for campus and delivering f2f is an issue.
2020.08	RH asks how exams are to be set in January. Action: JM to look at structure of the exams and report back.
2020.09	E&I course rep was not present in SSLC. Action: RP to contact E&I course rep.
2(c)	Advising Sessions Feedback/Careers support
2020.10	GP gave an update about current initiatives.
2(d)	Organisation and communication
2020.11	No comments.
2(e)	Learning resources
2020.12	RE provided updates about Library services.
Part 3 – Any Other Business	
2020.13	YH asks RE if the library will run any plagiarism workshops. Action: RE will update all when Academic Skills sessions workshops are.
Part 4 – Date of the next meeting	
2020.14	The committee noted that the time and date of the next meeting will be November 25th, 12pm, MS Teams.

Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
2b	KKM to clarify which module this is in reference to (refer to 2020.06)	KKG	Complete
2b	JM to look at structure of the January exams and report back.	JM	Complete
2b	RP to contact E&I course rep.	RP	Ongoing
3	RE will update all when Academic Skills sessions workshops are	RE	Complete