

**School of Business and Management  
Undergraduate Student Staff Liaison Committee (Yr 1)  
Semester 1, Meeting 2  
24<sup>th</sup> November 2020 (4pm, MS Teams)**

**Minutes**

**Staff members present:**

James Boote (JB)	Chair
Kristofer Kerrigan-Graham (KKG)	Chair
Dr Darryn Mitussis (DM)	Programme Director BSc Marketing and Management
Dr Min Yan (MY)	Programme Director BSc Business with Law
Dr Mustafa Ozturk (MO)	Programme Director (1 <sup>st</sup> Year) BSc Business and Management
Dr Ishani Chandrasekara (IC)	Programme Director BSc Accounting and Management
Dr Didem Gundogdu (DG)	Programme Director BSc Accounting and Finance
Dr Androniki Triantafylli (AT)	Director of Student Engagement and Advising
Dr Patrick McGurk (PM)	Director BSc Business Management (Apprenticeship)
Dr Georgy Petrov (DP)	Director of Skills and Employer Engagement
Helen Green (HG)	Employer Engagement and Internships Coordinator
Richard Evans (RE)	Faculty Liaison Librarian (HSS)
Ripa Parvin (RP)	Student Support Officer & Secretary to Committee
Ciara Byrne (CB)	Level 4 Programmes Administrator
Alicia George (AG)	Alumni Relations And Events Officer

**Student members present:**

Fahima Amin (FA)	Marketing and Management (BSc) Year 1 - Rep
Diya Singh (DS)	Accounting and Management (Bsc) Year 1 - Rep
Amir Khalid Qazi (AQ)	Accounting and Finance (BSc) Year 1 - Rep
Mohammed Fahimul Haque (MFH)	Accounting and Finance (BSc) Year 1 - Rep
Igor Beylin (IB)	Business Management (BSc) Year 1 - Rep
Natasha Iqbal (NI)	Accounting and Management (BSc) Year 1 - Rep
Zafirah Rahman (ZR)	Marketing and Management (BSc) Year 1 - Rep

**Apologies**

Dr Joanne Zhang (JZ)	Director for Joint Programmes
Iain McLoughlin (IM)	Senior Career Coach

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2020.01	Action: JB to organise co-chairs expression of interest
<b>1(b)</b>	<b>Apologies for Absence</b>

2020.02	Noted as above.
<b>Part 2 – Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Programme updates</b>
2020.03	DM thanks to Patrick and Mustafa for offering a session to the BSc Marketing and Management students. I reviewed the slides and there was, as Mustafa said, some excellent and timely material.
2020.04	DG – attendance was not great but was nice to meet cohort in person and to get feedback about blended learning.
<b>2(b)</b>	<b>Learning and teaching matters</b>
2020.05	FA - BUS128 some students were expecting mock tests and quizzes and would have liked this for revision purposes. AQ agrees. DS says MO posted on the forum well ahead before the test and no one replied with any questions
2020.06	DS – BUS128 difficult for international students.
<b>2(c)</b>	<b>Advising/Careers support</b>
2020.07	DS - Advising and careers support is positive, no negative responses. Action: Course reps to ask their cohort about themes they would like to be covered in SEM B.
2020.08	AG – gave update about upcoming events. Action: Course reps to ask cohort about access to events
<b>2(d)</b>	<b>Organisation and communication</b>
2020.09	No comments made from course reps
2020.10	KKG provided an update about Semester 2 teaching and organisation.
<b>2(e)</b>	<b>Learning resources</b>
2020.11	RE gave updates from the Library. Extending library hours and on-going planning of campus services over Christmas.
<b>Part 3 – Any Other Business</b>	
2020.12	DS thought it might be useful to have a specific teams chat for cohort so that it's easier to send important updates.
<b>Part 4 – Date of the next meeting</b>	
2020.13	16 <sup>th</sup> February 2021 via MS teams.

## Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
1a	Organise co-chairs expression of interest	JB	Ongoing
2c	Course reps to ask their cohort about themes they would like to be covered in SEM B.	Course Reps	Complete
2c	Course reps to ask cohort about access to events	Course Reps	Complete

**School of Business and Management**  
**Undergraduate Student Staff Liaison Committee (Yr 2)**  
**Semester 1, Meeting 2**  
**24th November 2020 (5pm, MS Teams)**  
**Minutes**

**Staff members present:**

James Boote (JB)	Chair
Dr Darryn Mitussis (DM)	Programme Director BSc Marketing and Management
Dr Min Yan (MY)	Programme Director BSc Business with Law
Dr Chunling Xia (CX)	Programme Director (2 <sup>nd</sup> Year) BSc Business and Management
Dr Ishani Chandrasekara (IC)	Programme Director BSc Accounting and Management
Dr Androniki Triantafylli (AT)	Director of Student Engagement and Advising
Dr Patrick McGurk (PM)	Director BSc Business Management (Apprenticeship)
Ripa Parvin (RP)	Student Support Officer and Secretary
Richard Evans (RE)	Faculty Liaison Librarian (HSS)
Helen Green (HG)	Employer Engagement & Internships Coordinator
Alicia George (AG)	Alumni Relations And Events Officer
Elliott Welch (EW)	Level 5 Programmes Administrator

**Student members present:**

Vanesa Gaborikova (VG)	Business Management (BSc) Year 2 - Rep
Doga Cinaralp (DC)	Business Management (BSc) Year 2 - Rep
Homayun Akram (HA)	Business Management (BSc) Year 2 - Rep
Naveena Dhera (ND)	Marketing and Management (BSc) Year 2 - Rep
Jacob Tsibre (TS)	Marketing and Management (BSc) Year 2 - Rep
Arran Duggal (AD)	Business with Law (BSc) Year 2 - Rep
Nalika Caesar-Harrison (NCH)	Business with Law (BSc) Year 2 - Rep

**Apologies**

Ben Crossland (BC)	Accounting and Management (BSc) Year 2 - Rep
Dr Joanne Zhang (JZ)	Director for Joint Programmes
Iain McLoughlin (IM)	Senior Career Coach
Dr Georgy Petrov (DP)	Director of Skills and Employer Engagement

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction Co chair</b>
2020.001	Action: JB to organise co-chairs expression of interest
<b>1(b)</b>	<b>Apologies for Absence</b>
2020.002	Noted as above.
<b>Part 2 – Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Programme updates</b>

2020.03	IC has been in touch with BK and BC and believes things are going well with the programme. The NHS placement opportunity showed attendance was great and received good feedback.
<b>2(b)</b>	<b>Learning and teaching matters</b>
2020.04	BK reports dissatisfaction of BUS208 as previous years recordings have been used to teach this year.
2020.05	ND reports student complaining about BUS205 – loading the pages is frustrating. VG agrees with access issues, there is enough content but not being able to load the page successfully.  Action: to review this page Steve Brant and MO from a systems perspective.
2020.06	ND asks about students eligible for Year 1 resits and when they are to sit those assessments. EW explains the timeline.
<b>2(c)</b>	<b>Advising/Careers support</b>
2020.07	HG reports on the NHS Accounting and Finance Placement. HG has sent email with link for students to apply but would like more applications. Action: HG to get in touch with BH to discuss the NHS scheme.
2020.08	Action: Course reps to gather feedback/suggestions on content for advising sessions Semester B.
<b>2(d)</b>	<b>Organisation and communication</b>
2020.09	AG wanted to get an insight on events activity from Semester A. Would like to welcome any feedback/suggestions for Semester B. Demand for in person events but with government guidelines it is not possible.  Action: Course reps to ask cohort about feedback on events for Semester B.
<b>2(e)</b>	<b>Learning resources</b>
2020.10	RE provides Library updates. RE explains booking system is easier to book. RE looked at statistics of study spaces and data shows it is well below capacity. Library 'bite size sessions' have been advertised.
<b>Part 3 – Any Other Business</b>	
2020.11	ND about timetable for Semester B. JB confirms it is not the final timetable and will change slightly.
<b>Part 4 – Date of the next meeting</b>	
2020.12	17 <sup>th</sup> February 2021 via MS Teams.

## Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
2b	To review BUS205 page Steve Brant and MO from a systems perspectives	JB (Steve Brant)	Ongoing
2c	HG to get in touch with BH to discuss the NHS scheme.	HG, BK	Complete
2c	Course reps to gather feedback/suggestions on content for advising sessions Semester B.	Course reps	Complete
2d	Course reps to ask cohort about feedback on events for Semester B.	Course reps	Complete

**School of Business and Management  
Undergraduate Student Staff Liaison Committee (Yr 3)  
Semester 1, Meeting 2  
26<sup>th</sup> November 2020 (1pm, MS Teams)**

**Minutes**

**Staff members present:**

James Boote (JB)	Chair
Kristofer Kerrigan-Graham (KKG)	Teaching and Learning Manager
Dr Darryn Mitussis (DM)	Programme Director BSc Marketing and Management
Dr Min Yan (MY)	Programme Director BSc Business with Law
Dr Ishani Chandrasekara (IC)	Programme Director BSc Accounting and Management
Dr Panos Panagiotopoulos (PP)	Programme Director (3 <sup>rd</sup> Year) BSc Business and Management
Dr Joanne Zhang (JZ)	Director for Joint Programmes
Dr Androniki Triantafylli (AT)	Director of Student Engagement and Advising
Ripa Parvin (RP)	Student Support Officer and Secretary
Helen Green (HG)	Employer Engagement and Internships Coordinator
Salman Uddin (SU)	Level 5 Programmes Administrator
Alicia George (AG)	Alumni Relations And Events Officer

**Student members present:**

Georgi Stoyanov (GS)	Business Management (BSc) Year 3 - Rep
Reka Takacs (RT)	Marketing and Management (BSc) Year 3 - Rep
Laura Zavorova (LZ)	Marketing and Management (BSc) Year 3 - Rep
Vlada Skripotchkina (VS)	Business Management (BSc) Year 3 - Rep
Farzana Haque (FH)	Accounting and Management (BSc) Year 3 - Rep
Mohammad Atiqul Amin (MAA)	Business and Law (Bsc) – Year 3 - Rep
Polina Suvorova (PS)	Business Management (BSc) Year 3 - Rep

**Apologies for absence:**

Iain McLoughlin (IM)	Senior Careers Coach
Mohammed Juned Miah (MJM)	Accounting and Management (BSc) Year 3 - Rep

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2020.01	Action: JB to organise co-chairs expression of interest
<b>1(b)</b>	<b>Apologies for Absence</b>
2020.02	The meeting noted the apologies from members as recorded above.
<b>Part 2 – Programme Delivery and other matters</b>	

<b>2(a)</b>	<b>Programme updates</b>
2020.03	No particular updates.
2020.04	IC reports attendance has been quite low. Some misbehaviour noticed in Zoom lecturers. Reps to share positive note to cohort to be patient, keep working hard and behave well for the remainder of the year.
<b>2(b)</b>	<b>Learning and teaching matters</b>
2020.05	GS some students have not received responses from supervisors. PP to follow up with this. Action: Course reps to feedback to PP about dissertation issues. To revisit this topic in SEM B SSLC.
2020.06	FH raises BUS363 Social and Environmental Accounting as cohort expressed concern about the final assessment deadline. FH requests if this is possible to change. Action: IC to check with Claudine about deadline.
2020.07	PS lack of peer review system with group assessments.
2020.08	GS reports good feedback for BUS361. Also reports two exams are two days apart from each other and if it is possible to change. KKG explained the process and organisation of the exam timetables. In addition, reports it is unlikely the Exam Teams will change. Usually there is a 24-hour break in between examinations and two days is usual.
<b>2(c)</b>	<b>Advising/Careers support</b>
2020.09	RT reports good feedback and praises career support and the opportunity and would like to know how to share with peers.  Action: Course reps to share career opportunities/events to cohort.
<b>2(d)</b>	<b>Organisation and communication</b>
2020.10	No items discussed.
<b>2(e)</b>	<b>Learning resources</b>
2020.11	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.
<b>Part 3 – Any Other Business</b>	
2020.12	BUS365 - seminars are engaging and case studies are interesting. The QMPlus page is interactive. BUS305 has extensive learning and very engaging and overall has excellent feedback.
2020.13	BUS348 – cohort has expressed this is a wonderful module with engaging lecturers. Feedback was excellent and very detailed.
<b>Part 4 – Date of the next meeting</b>	
2020.14	17th February 2021 via MS Teams.



## Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
2b	PP to follow up with dissertation supervisors about correspondence.	PP	Complete
2b	Course reps to feedback to PP about dissertation issues	Course reps	Complete
2b	IC to check with BUS363 MO about deadline.	IC	Complete
2c	Course reps to share career opportunities/events to cohort	Course reps	Complete
2e	Course Reps to share information about increased access for study spaces in the library.	Course reps	Complete