

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

**Minutes**

**Staff members present:**

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	Programme Director BSc Accounting and Finance
Dr Joanne Zhang (JZ)	Director for Joint Programmes
Dr Androniki Triantafylli (AT)	Director of Student Engagement and Advising
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)
Ripa Parvin (RP)	Student Support Officer & Secretary to Committee
Ciara Byrne (CB)	Level 4 Programmes Administrator
Anisa Islam (AI)	Joint Programmes Administrator

**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
Zafirah Mohima Zara Rahman (ZR)	Marketing and Management (BSc) Year 1 - Rep
Juliana Co (JC)	Business Management Year 1 - Rep

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2020.01	Chair welcomed students and staff to the meeting and everyone introduced themselves.
<b>1(b)</b>	<b>Apologies for Absence</b>
2020.02	None noted.
<b>1(c)</b>	<b>Terms of reference and membership &amp; Student Voice</b>

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.
<b>Part 1(f) Admissions, induction and enrolment</b>	
2020.04	MFH says Welcome week communications had some inconsistencies in regards to sessions information and locations.
2020.05	DS says positive feedback for A&M however was expecting more interaction.
<b>Part 2 – Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Programme updates/introductions</b>
2020.06	All PDs are now known.
<b>2(b)</b>	<b>Learning and teaching matters</b>
2020.07	MFH security issues/ trolls in the lecture – noise disturbances have not improved. AQ BUS149 issues with delivery due to noise disturbances.
2020.08	DS BUS128 lecture which is held via Zoom has constant interruptions. BUS139 – lecture recordings are uploaded in different segments.
2020.09	FJ – students disappointed with the blended learning. There were f2f lectures but optional therefore the experience was not what was expecting. FJ requests more information about f2f session. MO explains f2f are optional due to ongoing pandemic.
2020.10	DM says the current government restrictions put in place to ensure everyone's safety meant campus activity is very limited.
2020.11	DS is glad f2f is not compulsory. BUS130 f2f session not all students got invitation. CB explains the A&M session has not gone ahead just yet. The invitations sent out were for B&M students. Action: IC to look into communication surrounding A&M f2f session.
<b>2(c)</b>	<b>Advising Sessions Feedback/Careers support</b>
2020.12	MFH says sessions are going really well, good advice on stress issues during assignment submission
2020.13	DS also says it is going well.
2020.14	JC says EDI challenge was helpful as got to meet different people. Taught a lot about time management and looking after wellbeing.
2020.15	GP good response from 1 <sup>st</sup> year applications for career mentoring. Would like to encourage cohort to attends sessions organised.
<b>2(d)</b>	<b>Organisation and communication</b>
	No items discussed.
<b>2(e)</b>	<b>Learning resources</b>
2020.16	MFH some issues with finding links for the lectures, but it is fine now.
2020.17	ZR raised issues with lectures via Zoom. Many interruptions in BUS128 and lecturer had to cut the lecture short. Requesting if another member of staff is present to oversee the lecture or reset the access link each week.

2020.18	DS also says BUS128 has major disruptions. Zoom accounts have been given to all students but this is still happening. Action: IC to investigate BUS128 disruption issues.
2020.19	AQ students concerned about the way assessments are weighted. DM and PM discussed how assessment patterns are organised.
<b>Part 3 – Any Other Business</b>	
2020.20	None noted.
<b>Part 4 – Date of the next meeting</b>	
2020.21	The committee noted that the time and date of the next meeting will be November 24th, 2pm, MS Teams.

## Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
2b	To look into communication surrounding A&M f2f session	IC	Complete
2e	To investigate BUS128 disruption issues.	IC	Complete

**School of Business and Management  
Undergraduate Student Staff Liaison Committee (Yr 2)  
Semester 1, Meeting 1  
27<sup>th</sup> October 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	Programme Director (2 <sup>nd</sup> Year) BSc Business and Management
Dr Ishani Chandrasekara (IC)	Programme Director BSc Accounting and Management
Dr Joanne Zhang (JZ)	Director for Joint Programmes
Dr Androniki Triantafylli (AT)	Director of Student Engagement and Advising
Dr Georgy Petrov (DP)	Director of Skills and Employer Engagement
Dr Patrick McGurk	Director BSc Business Management (Apprenticeship)
Ripa Parvin (RP)	Student Support Officer and Secretary
Iain McLoughlin	Senior Career Coach
Richard Evans (RE)	Faculty Liaison Librarian (HSS)
Ripa Parvin (RP)	Student Support Officer & Secretary to Committee
Elliott Welch (EW)	Level 5 Programmes Administrator
Anisa Islam (AI)	Joint 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
Ben Crossland (BC)	Accounting 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

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2020.001	Chair welcomed students and staff to the meeting and everyone introduced themselves.
<b>1(b)</b>	<b>Apologies for Absence</b>
2020.002	None noted.

<b>1(c)</b>	<b>Terms of reference and membership &amp; Student Voice</b>
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.
<b>Part 2 – Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Programme updates/introductions</b>
2020.04	All PDs are now known.
<b>2(b)</b>	<b>Learning and teaching matters</b>
2020.05	AD – inconsistency on what kind of material is released Delivery online is excellent
2020.06	VZ - 70% of votes on forums show the workload is overwhelming. Pre-recorded lectures are preferred.
2020.07	ND – content is clear and online teaching is going well. Only issue is seminars are not interactive – perhaps it can be recorded but understand it may not be possible due to confidentiality reasons.
2020.08	BC ran a poll which revealed 64% of students did not want to return to campus. Will explore these figures more by arranging a google forum to get more details.
2020.09	VZ – engagement in lectures and seminars are difficult. With videos switched of and minimum contributions. Lecturers try to encourage students. JB sometimes attendance dips in later weeks this may be online version of it.
<b>2(c)</b>	<b>Advising Sessions Feedback/Careers support</b>
2020.10	AD – SBM Mentor meetings had a lot of good energy.
2020.11	ND advising session was very helpful and enjoyed the session and looking forward to more sessions.
<b>2(d)</b>	<b>Organisation and communication</b>
	No items discussed.
<b>2(e)</b>	<b>Learning resources</b>
2020.12	RE states if students have any library related queries to visit the library website.
2020.13	NCH difficulty in taking e-books out because of waiting list. MO spoke to librarian and said they cannot purchase more e-books. RE will double check. Action: RE to check the purchase of e-books.
2020.14	VZ – Apple computer issue with loading with one module page, usage of too much memory. BK MO puts all information on the page instead of page and has been raised to MO.
<b>Part 3 – Any Other Business</b>	
2020.15	BK – SBM Undergraduate Information Zone for Careers on QMPlus is not updated. GP Careers and Employability page on QMPlus is updated. JB UG information Zone is updated now.
<b>Part 4 – Date of the next meeting</b>	
2020.16	The committee noted that the time and date of the next meeting will be November 24 <sup>th</sup> , 5pm MS Teams.

## Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
2d	Library services to check the purchase of e-books	RE	Complete – update to be reported

**School of Business and Management  
Undergraduate Student Staff Liaison Committee (Yr 3)  
Semester 1, Meeting 1  
26<sup>th</sup> October 2020 (4pm, 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 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
Ripa Parvin (RP)	Student Support Officer
Salman Uddin (SU)	Level 5 Programmes Administrator
Anisa Islam (AI)	Joint Programmes Administrator

**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
Mohammed Juned Miah (MJM)	Accounting and Management (BSc) Year 3 - Rep
Farzana Haque (FH)	Accounting and Management (BSc) Year 3 - Rep

**Apologies for absence:**

Dr Ishani Chandrasekara (IC)	Programme Director BSc Accounting and Management
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<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2020.01	Chair welcomed students and staff to the meeting and everyone introduced themselves.
<b>1(b)</b>	<b>Apologies for Absence</b>
2020.02	The meeting noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Terms of reference and membership &amp; Student Voice</b>
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.
<b>Part 2 – Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Programme updates/introductions</b>
2020.04	All PDs are now known.
<b>2(b)</b>	<b>Learning and teaching matters</b>
2020.05	GS – BUS305 – positive feedback. BUS326 – lack of clarity on the assessment methods in regards to what is expected of students. ACTION: to be investigated
2020.06	RT – BUS305 – positive feedback, prefer the live lectures as they are more engaging BUS348 – positive feedback as above  LZ - BUS314 – dissertation supervisors have not been allocated. BUS318 – pre recorded lectures are not motivating/engaging BUS361- one hour only, content is vague.  ACTION: PP will discuss about dissertation supervisor allocations and deadlines
2020.07	MJM – BUS305, assessment is too vague BUS361 – module is interesting  FH – BUS354 – great module. BUS363 – MO struggles with facilitating and delivering the lecture. Suggest a TA to support her. Vague in what is expected of students according to assessment criteria. ACTION: BUS363 and explore additional support to facilitate and deliver the lecture.
<b>2(c)</b>	<b>Advising Sessions Feedback/Careers support</b>
2020.08	GS – Positive feedback on the support provided
2020.09	MJM asks if there is something that can taken into consideration for students when applying to grad schemes/jobs. Require time to apply as the year is taken up with assessments especially in Sem A.
<b>2(d)</b>	<b>Organisation and communication</b>
	No items discussed.
<b>2(e)</b>	<b>Learning resources</b>
2020.10	MJM – possible for one unified platform for teaching. JB – online teaching is new for everyone and MOs used preferred platform for teaching in which they feel comfortable.
2020.11	PP would like to know which platform students preferred. MJM – MS Teams GS – Zoom and MS Teams – especially for breakout rooms RT – MS Teams
2020.12	RT – Organisation of QMPlus has been an issue (BUS318) BUS305, BUS348 are good model module pages in terms of organisation.

2020.13	DM – when going into professional careers other platforms may be used, having experience of making sense of knowledge and logics of a platform will help you to adapt.
2020.13	GS – connectivity issues with Blackboard Collaborate
2020.14	MJM – Zoom, half cohort didn't join for one session, but is now resolved.
	<b><u>Library Services</u></b>
	MJM – limited on how many hours a week students can book library/study spaces. No access to top floor of library.
	GS – students not sure how study spaces can be booked.
	FH – communication has not been clear about how to navigate through library.
<b>Part 3 – Any Other Business</b>	
2020.15	GS asks about graduation dates and whether it is happening. Cannot tell at the moment.
2020.16	RT raises issues regarding managing groups across different zones. FH discussed where teams have tries their best to make it work. DM explains adapting to this is integral to future careers.
<b>Part 4 – Date of the next meeting</b>	
2020.17	The committee noted that the time and date of the next meeting will be November 23rd, 4pm, MS Teams.

## Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
2b	BUS326 – lack of clarity on the assessment methods in regards to what is expected of students.	Module organiser	Complete
2b	PP will discuss about dissertation supervisor allocations and deadlines	PP	Completed
2b	BUS363 and explore additional support to facilitate and deliver the lecture.	MO	Complete
2e	Library related issues which need clarification and actions.	Library (RE)	Completed