School of Mathematical Sciences
Postgraduate Student Staff Liaison Committee
21st October 2020

Staff members present:

Name	Role
Sebastian Del Bano Rollin (SdBR)	Chair
Mark Walters (MW)	Director of Education
Michael Phillips (MP)	Director of Postgraduate Taught Studies (DPTS)
Primoz Skraba (PS)	MSc Data Analytics Programme Director
Neofytos Rodosthenous (NR)	MSc Financial Mathematics/MSc Financial Computing Programme Director
Alexander Gnedin (AG)	MSc Mathematics Programme Director
Sukhpal Gill (SG)	Lecturer in Cloud Computing-School of Electronic Engineering and Computer Science, EECS Representative
James Soderman (JS)	Faculty Liaison Librarian – Science and Engineering
Olumide Popoola (OP)	Student Study Skills Coordinator – Library Services
Simon Rawstron (SAR)	Education Services Manager
William NG (WN)	Student Support Officer
Maria Patsou (MP)	Secretary

Student members present:

Name	Programme name and level
Anurag Chandupatla (AC)	MSc Financial Mathematics Programme Representative
Vincent Newcombe (VN)	MSc Data Analytics Programme Representative
Shangru Li (SL)	MSc Financial Computing Programme Representative

Apologies for absence:

Name	Role or programme and level
Alex Clark (AC)	Head of School
Stefan Couch (SC)	Careers Consultant
Jon Strathdee (JS)	Employer Engagement and Internships Coordinator (EEIC)

Part 1 – Preliminary Items	
1(a)	**Welcome and introduction for new members**
2020.001	SdBR welcomed everyone to the SSLC meeting and everyone introduced themselves and their role. SdBR noted that the purpose of these meetings with regards to issues arising with teaching and learning relates is to offer a last resort to deal with a matter, and that students should always attempt to address issues with lecturers first. He also reminded everyone that it is important that the meeting lasts 50 minutes as it is set out to be.
1(b)	**Apologies for Absence**
2020.002	The meeting noted the apologies from members as recorded above.
1(c)	**Minutes of the previous meeting**
2020.003	The committee approved the minutes of the meeting held on 05.08.2020 and on 26.08.2020.
1(d)	**Report on matters arising and actions taken**
2020.004	The committee received a report on matters arising and noted the following: Actions from 05.08.2020 2019.128: This action is still pending 2019.133: This action is complete. SAR noted that feedback had not been provided before. MW confirmed, and explained this was due to exams taking place once a year in single year programmes. MW suggested that this is something that can be done now and that lecturers should be informed to expect this. ACTION: MW to inform all lecturers to expect requests for feedback on exams. 2019.134: This action is complete 2019.135: This action is complete Actions from 26.08.2020 2019.128: As above 2019.133: As above 2019.134: As above 2019.135: As above 2019.156: This action is complete 2019.157: This action is complete 2019.158: This action is complete
1(e)	**Terms of reference and membership**

2020.005	The committee noted the terms and reference and membership of the Student Staff Liaison Committee.
1(f)	**Admissions, induction and enrolment**
2020.006	Nothing to report

Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	**Programme/module developments and amendments**
2020.007	Nothing to report
2(b)	**Learning and teaching matters**
2020.008	Representatives reported on learning and teaching matters and the following points were noted:
2020.009	All representatives noted that classes have been going well.
2020.010	AC requested whether it is possible to have PC lab sessions or lecture-type of content delivered on campus. MW noted that it is feasible, but with people other than the lecturers due to Covid restrictions. Additionally, he noted that it is a challenge for non-module organisers to run postgraduate material as it is highly specialised. ACTION: MW to query with people who run the sign-up sessions if they can deliver lecture-type content (1 hour sign-up session, plus 1 hour more structured content).
2020.011	SL and VN noted that there is concern over the level of mathematics knowledge required for some modules, particularly MTH793P Advanced Machine Learning and MTH786P Machine Learning with Python, for students who come from non-mathematics backgrounds. PS noted that he can make resources that would cover pre-requisite material available, to all students taking the module. He noted that the content and order has also changed to accommodate the reported needs, with the first few weeks being a review that will give students a chance to catch up with Python. ACTION: PS to ensure relevant resources MTH793P Advanced Machine Learning and MTH786P Machine Learning with Python for are available to all students.
2020.012	VN reported that due to late enrolment some students did not have access to the first few weeks of material from the beginning. PS suggested that

	student speak to Module Organisers for support and suggestions on how to catch up with missed material.
2(c)	**Assessment and feedback**
2020.013	Nothing to report
2(d)	**Academic support**
2020.014	Nothing to report
2(e)	**Organisation and communication**
2020.015	Nothing to report
2(f)	**Learning resources** • **Library facilities / materials (books, journals etc.)** • **QMplus** • **QReview** • **Updates from faculty E-learning forums** • **IT**
2020.016	Representatives reported on learning resources matters and the following points were noted:
2020.017	JS noted that the library has a new website and that spaces are now open. Representatives were encouraged to provide feedback on the website. There is also a new search engine, and JS noted that is important to complete a global rather than a local search when looking for e-books. OP and JS are running workshops and drop-ins on Thursdays for referencing, exams and revision. Students can contact the library at library-sande@qmul.ac.uk . MP and SAR confirmed that all information that the library wants the school to disseminate, should be sent to maths@qmul.ac.uk .
2020.018	VN queried about whether any further restrictions will be imposed near the exam period. JS responded that restrictions will likely remain as they are and that the library is hoping to open book-browsing soon.
2(g)	**Student feedback (NSS/PTES/UKES/Module evaluations)**
2020.019	Nothing to report
Part 3 – Any Other Business	
2020.020	The following items were raised under Any Other Business:

2020.021	It was noted that not all representatives have been elected yet, and that a full list would be available shortly.
2020.022	A number of members reported not receiving the agenda and minutes sent out prior to the meeting. MP confirmed the fill list of members were subscribed to the mailing list, but would investigate the issue. ACTION: MP and SAR to investigate potential issues with the SSLC mailing list subscribers.
2020.023	It was discussed whether information sent by SC about careers would be communicated in the SSLC it was agreed that since SC was not present in the meeting it would be best that the information is sent to all PGT students via email. ACTION: MP to send careers information to all PGT students.
2020.024	AC queried whether it was possible to book two consecutive time slots for the PGT study room at the School of Mathematical Sciences Building. PS also suggested if it is possible to have students for study in classrooms while classes take place, to increase the provision of study rooms. ACTION: SAR to investigate space booking possibilities.
2020.025	SdBR mentioned that from the next meeting onwards, the meetings will be co-chaired by the chair and one representative every time. ACTION: SdBR to contact representatives outside of the next SSLC to prep for co-chairing.
Part 4 – Date of the next meeting	
2020.026	The committee noted that the next meeting would take place on 18th November at 10 am.

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2019.128	Pass along a firm message to all module organisers that SEMA marks should be delivered in SEMA.	MW	ASAP	Pending	
2020.004	In reference to action 2019.133 from previous minutes, let module organisers know that they should expect requests for exam feedback.	MW	ASAP	Pending	
2020.010	Query with people who run the sign-up sessions if they can deliver lecture-type content (1 hour sign-up session, plus 1 hour more structured content).	MW	ASAP	Pending	
2020.011	Ensure relevant resources MTH793P Advanced Machine Learning and MTH786P Machine Learning with Python for are available to all students.	PS	ASAP	Pending	
2020.022	Investigate potentials issues with the SSLC mailing list subscribers.	MP and SAR	ASAP	Pending	
2020.023	Send careers information to all PGT students.	MP	ASAP	Pending	
2020.024	Investigate the possibility of booking study in class rooms during class, as well as book two consecutive slots or more.	SAR	ASAP	Pending	

| 2020.025 | SdBR to contact reprentativess outside of the next SSLC to prep for co-chairing. | SdBR | Once rep list is completed | Pending | |