

**School of Mathematical Sciences
Postgraduate Student Staff Liaison Committee
24th March 2021**

Staff members present:

| Name | Role |
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| 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 |
| Simon Rawstron (SAR) | Education Services Manager |
| Maria Patsou (MP) | Secretary |

Student members present:

| Name | Programme name and level |
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| Vincent Newcombe (VN) | MSc Data Analytics Programme Representative, Co-Chair |
| Shangru Li (SL) | MSc Financial Computing Programme Representative |
| Mutsa-Washe Mamvura (MM) | MSc Business Analytics Programme (January entry) Representative |
| Nabeeha Khalid (NK) | MSc Data Analytics Programme Representative |

Apologies for absence:

| Name | Role or programme and level |
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| Alex Clark (AC) | Head of School |
| Stefan Couch (SC) | Careers Consultant |
| Nadia Hussain (NH) | Education Services Administrator |
| Jon Strathdee (JS) | Employer Engagement and Internships Coordinator (EEIC) |
| Olumide Popoola (OP) | Student Study Skills Coordinator – Library Services |
| Dale Breame (DB) | Education Services Officer |
| William Ng (WN) | Student Support Officer |
| Hemanth Paneer Selvam (HPS) | MSc Data Analytics Programme Representative (January entry) |
| Gerardo Duran Martin (GDM) | MSc Mathematics Programme Representative |

| Part 1 – Preliminary Items | |
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| 1(a) | Welcome and introduction for new members |
| 2020.071 | SdBR welcomed everyone to the SSLC meeting. SdBR introduced the co-chair of the meeting, VN. VN introduced himself and invited everyone to introduce themselves and their role, as new members joined the meeting for the first time. |
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| 1(b) | Apologies for Absence |
| 2020.072 | The meeting noted the apologies from members as recorded above. |
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| 1(c) | Minutes of the previous meeting |
| 2020.073 | The committee approved the minutes of the meeting held on 10.02.2021. |
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| 1(d) | Report on matters arising and actions taken |
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| 2020.074 | <p>2020.004: MW confirmed that module organisers should have contacted students by now to give information about how they can get feedback about their exams. This item can be marked as complete.</p> <p>2020.051: SdBR confirmed that he reviewed several similar programmes and he has found similarities with the technology of the Business Analytics programme. He noted that the technology offered in the programme is in accordance with what's expected and that he does not see a reason for a change at this stage. He suggested that material could be offered to students at pre-enrolment as well as Data Camp access for offer holders. Finally he noted that usually there are requests for more technology and so it is a surprise that there is a request for less. ACTION: Business Analytics reps to consult their cohorts to identify if the level of technology offered is a general issue or an issue with a few students.</p> <p>Note: Depending on the result of this consultation SdBR suggested we can consider offering DataCamp to offer holders although it is unclear if we can work out logistics of accessing it without a QMUL account.</p> <p>2020.056: This action is complete and communications have been sent out to the students.</p> |

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| | <p>2020.064: This item remains open, as module evaluations are still ongoing and new reps joining the SSLC should inform their cohorts about filling in module evaluations.</p> <p>2020.066: AG and Dr Rosemary Harris, the PGT examination board chair are in the process of discussing this item as part of a wider re-vamping activity.</p> |
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| 1(e) | Terms of reference and membership |
| 2020.075 | The committee noted the terms of reference and membership of the Student Staff Liaison Committee. More particularly, SdBR noted that the purpose of these meetings with regards to issues arising with teaching and learning, is to offer a last resort to deal with a matter and that students should always attempt to address issues with lecturers first. |
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| Part 2 – Student feedback, Programme Delivery and other matters | |
| 2(a) | Programme/module developments and amendments |
| 2020.076 | Nothing to report |
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| 2(b) | Student feedback |
| 2020.077 | Representatives reported on learning and teaching matters and the following points were noted: |
| 2020.078 | MM reported that the grading system and evaluation is unfair compared to the September entry students, as January entry students have less time to prepare for the same modules due to differences in the term lengths. She clarified that there were no comments specific to the School of Mathematical Sciences modules. She also reported that there have been very short notice changes to assessment deadlines. It was agreed for this point to be raised to the School of Business and Management PGT SSLC. |
| 2020.079 | SL queried about the upcoming exams' format. It was confirmed that this would be the same format as before, i.e. 24 hours. |
| 2020.080 | SL noted that some students have yet to receive information about their projects and supervisors. AG reminded SSLC that students need to be proactive in contacting their supervisors and completing and uploading their forms, however upon further discussion it transpired that a small number of students have yet to receive any information about their |

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| | <p>supervisors and projects. MW also asked that AG notifies supervisors if a form needs to be completed from their side. AG also noted that he will be looking into the process for Data Analytics January entry students.</p> <p>ACTION: AG to follow up and ensure all students have the necessary information to act upon, regarding their projects.</p> |
| 2020.081 | <p>NK also noted that some students have not had any details about their projects and supervisors even after submitting their forms. She queried about what they should do if they do not know who their supervisor is. MW asked AG to clarify to students at what point they should pursue contact.</p> <p>ACTION: AG to advise students at what point they should pursue contact with supervisors.</p> |
| 2020.082 | <p>VN noted that some of the module descriptions have not been very representative of the content of the module. ACTION: PS to look into Data Analytics programme module descriptions and cross-reference them with the modules' content.</p> |
| 2(c) | <p>Learning resources</p> <ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT |
| 2020.083 | <p>Representatives and staff reported on learning resources matters and the following points were noted:</p> |
| 2020.084 | <p>JS confirmed that all three libraries are open. There will be summer refurbishment which will result in restricted use of the ground floor in the Mile End library. MSc workshops for academic skills will be running shortly and information can be found at: https://www.qmul.ac.uk/library/academic-skills/workshops/</p> <p>Additionally, library discovery sessions will be run in June, led by JS.</p> <p>ACTION: Student Reps to remind students about MSc Academic Skills workshops coming up.</p> |
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| 2(d) | Student feedback (NSS/PTES/UKES/Module evaluations) |
| 2020.085 | <p>Representatives and staff reported on student feedback matters and the following points were noted:</p> |
| 2020.086 | <p>SdBR reminded students that module evaluations should be filled as they are very important to the development and improvement of a module.</p> |

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| 2020.087 | SR confirmed that PTES will be coming up very students and that the relevant communications will be sent out. |
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| Part 3 – Any Other Business | |
| 2020.088 | Nothing to report |
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| Part 4 – Date of the next meeting | |
| 2020.089 | The dates for the summer meetings are being discussed. |

Action Sheet: Student-Staff Liaison Committee

| Minute | Action | Responsibility | Timescale | Action status | Issue resolved? |
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| 2020.064 | Emphasise the importance of filling in module evaluations to students. | All reps | ASAP | Pending | |
| 2020.074 | Consult Business Analytics cohorts to identify if the level of technology offered is a general issue or an issue with a few students. <i>Note: Depending on the result of this consultation SdBR suggested we can consider offering DataCamp to offer holders although it is unclear if we can work out logistics of accessing it without a QMUL account.</i> | Business Analytics reps | ASAP | Pending | |
| 2020.080 | Follow up and ensure all students have the necessary information to act upon, regarding their projects. | AG | ASAP | Pending | |
| 2020.081 | Advise students at what point they should pursue contact with supervisors. | AG | ASAP | Pending | |
| 2020.082 | Look into Data Analytics programme module descriptions and cross-reference them with the modules' content. | PS | ASAP | Pending | |
| 2020.083 | Remind students about MSc Academic Skills workshops coming up. | All Reps | ASAP | Pending | |