

**School of Mathematical Sciences  
Postgraduate Student Staff Liaison Committee  
16<sup>th</sup> June 2021**

**Staff members present:**

<b>Name</b>	<b>Role</b>
Sebastian Del Bano Rollin (SdBR)	Chair
Mark Walters (MW)	Director of Education
Michael Phillips (MP)	Director of Postgraduate Taught Studies (DPTS)
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:**

<b>Name</b>	<b>Programme name and level</b>
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
Gerardo Duran Martin (GDM)	MSc Mathematics Programme Representative

**Apologies for absence:**

<b>Name</b>	<b>Role or programme and level</b>
Alex Clark (AC)	Head of School
Primoz Skraba (PS)	MSc Data Analytics Programme Director
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
Nabeeha Khalid (NK)	MSc Data Analytics Programme Representative
Thi Thuy Trang Le (TTTL)	MSc in Business Analytics Representative

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2020.090	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.
<b>1(b)</b>	<b>Apologies for Absence</b>
2020.091	The meeting noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Minutes of the previous meeting</b>
2020.092	The committee approved the minutes of the meeting held on 24.03.2021 with corrections on members' titles.
<b>1(d)</b>	<b>Report on matters arising and actions taken</b>
2020.093	<p>2020.064: This action is complete</p> <p>2020.074: MM ran a poll with the students of the Business Analytics degree. 55.6% of the students said they were happy with the current provision, 38.9% expressed that they would like more offerings of technology and a small percentage of students (5.5%) noted they needed more support. <b>ACTION: SdBR will follow this up to ensure that Business Analytics students are supported with Data Camp.</b></p> <p>2020.080: This action is complete and the next step for dissertations is currently happening.</p> <p>2020.081: This action is complete.</p> <p>2020.082: PS will update the Committee on this item in the next meeting.</p> <p>2020.083: This action is complete.</p>
<b>1(e)</b>	<b>Terms of reference and membership</b>
2020.094	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.

<b>Part 2 – Student feedback, Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Programme/module developments and amendments</b>
2020.095	MW noted that the MSc in Data Analytics January start degree will not run next year.
<b>2(b)</b>	<b>Student feedback</b>
2020.096	Representatives reported on learning and teaching matters and the following points were noted:
2020.097	Reps queried about when exam marks will be out. SR noted that communications have been sent to students and that Semester B provisional results will be released the week ending the 9 <sup>th</sup> of July.
2020.098	All reps reported no other queries and comments and that they are happy with their modules.
<b>2(c)</b>	<b>Learning resources</b>
	<ul style="list-style-type: none"> <li>• <b>Library facilities / materials (books, journals etc.)</b></li> <li>• <b>QMplus</b></li> <li>• <b>QReview</b></li> <li>• <b>Updates from faculty E-learning forums</b></li> <li>• <b>IT</b></li> </ul>
2020.099	Representatives and staff reported on learning resources matters and the following points were noted:
2020.100	JS noted that as part of the Library refurbishment, the ground floor is mostly out of use and students and staff need to use a different entrance. Workshops have been running (including dissertation and Mendeley workshops) and they will finish on 21 <sup>st</sup> July. MP (DPTS) noted that if JS wants to send any communications to the students he can send them either to him or AG.
<b>2(d)</b>	<b>Student feedback (NSS/PTES/UKES/Module evaluations)</b>
2020.101	Representatives and staff reported on student feedback matters and the following points were noted:
2020.102	MW noted that module evaluations have now been sent out to staff who had 5+ responses, as below that number the responses were not significant statistically and could also, potentially, there's a risk of students being identified. Any module organiser who received module evaluations

	will have communicated them as a summary to the students, by now. MW also noted that module evaluations are very important as when feedback is received the School acts upon it.
<b>Part 3 – Any Other Business</b>	
2020.103	Nothing to report
<b>Part 4 – Date of the next meeting</b>	
2020.104	The next meeting will be on 4 <sup>th</sup> August 2021.

**Action Sheet: Student-Staff Liaison Committee**

<b>Minute</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Action status</b>	<b>Issue resolved?</b>
2020.082	Look into Data Analytics programme module descriptions and cross-reference them with the modules' content.	PS	ASAP	Pending	
2020.093	Follow up to ensure that Business Analytics students are supported with Data Camp.	SdBR	ASAP	Pending	