

**School of Mathematical Sciences
Undergraduate Student Staff Liaison Committee
11th November 2020, 13:00 – 14:30 via Microsoft Teams**

Minutes

Staff members present:

Name	Role
Justin Ward (JW)	Chair
Alex Clark (AC)	Head of School
Mark Walters (MW)	Director of Education
Shabnam Beheshti (SB)	Deputy Director of Education
Robert Johnson (RJ)	Director of Undergraduate Operations
Steve Coad (SC)	Senior Tutor
William NG (WN)	Student Support Officer
Nadia Hussain (NH)	Secretary
Maria Patsou (MP)	Education Services Administrator

Student members present:

Name	Programme name and level
Victoria Tsaneva (VS)	Mathematical Sciences Joint Honours Year 1 - Rep
Jaskiran Kalra (JK)	Mathematical Sciences Single Honours Year 1 - Rep
Nirusiya Sriskantharajah (NS)	Mathematical Sciences Joint Honours Year 2 - Rep
Denis Mih (DM)	Mathematical Sciences Single Honours Year 2 - Rep
Romana Chowdhury (RC)	Mathematical Sciences Single Honours Year 2 - Rep
Baldeep Sohal (BS)	Mathematical Sciences Joint Honours Year 2 - Rep
Jordan Marajh (JM)	BSc Mathematics – 3 rd Year (Single Honours)
Ashwini Poopalasingham (AP)	BSc Mathematics – 3 rd Year (Single Honours)

Apologies for absence:

Name	Programme name and level
Simon Rawstron (SR)	Education Services Manager
James Soderman (JS)	Faculty Liaison Librarian: Science and Engineering

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2020.024	JW welcomed everyone to the SSLC meeting and everyone introduced themselves and their role. JW noted that the purpose of these meetings is to build a two-way channel for students and staff to communicate any feedback or concerns they may have regarding teaching/modules. This is with the intention of improving services towards students.
1(b)	Apologies for Absence
2020.025	JW noted apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2020.026	The committee approved the minutes of the meeting held on 21 st October with no amendments.
1(d)	Report on matters arising and actions taken
2020.027	<p>The committee received a report on matters arising and noted the following:</p> <p><u>Actions from 21.10.2020</u></p> <p>2020.010: JW confirmed that the proposal of a sixth coursework for MTH6141 has been approved.</p> <p>2020.011: The lecturer for MTH6102 has agreed to reduce the speed of delivery of lectures. There will be a delay in noticing a speed difference as lectures are pre-recorded three weeks in advance.</p> <p>2020.013: JW noted that there are tools available online to fast forward lectures. Both JW and MW advised reps to search for these features themselves, as students may encounter firewalls if common links are shared. SB questioned why students are asking for this. DM noted it would allow students to skim through the recording to a particular topic/method without having to listen to a full lecture. VT echoed the same and noted that Blackboard collaborate (BBC) has a fast-forward feature on Macbook pro. RJ reported that these features may be enabled for first year students (e.g. x10 fast-forward) as different BBC settings are used to deliver lectures to a large cohort. RJ further elaborated on VT's point that some lecturers may give students a minute to answer questions, so enabling a fast forward feature will allow students to skip periods of 'wait time'.</p>

	<p>2020.014: MW noted that students are yet to receive details on exam format and informed committee members that students are required to complete exams in 3 hours of the 24 hours issued. The usual exam duration is 2 hours but an additional 1 hour has been added, as a grace period, to account for technical issues. Students that receive extra time (e.g. 25%) as part of their additional arrangements (SEAs), will receive this extra time as a percentage of the 3 hour time limit. Action: MW to send communication on exams this week and information regarding late penalties to follow. Post meeting 16/11/2020 – Email sent to students.</p> <p>2020.017 SB reported that the library would be available for students during exam period. Update minute as complete.</p>
1(e)	Terms of reference and membership
2020.028	No comments were made about this item.
1(f)	Admissions, induction and enrolment
2020.029	WN noted that there are no updates on admissions, however soon after January exams are complete, induction will be held for MSc Data Analytics.
Part 2 – Programme Delivery and other matters	
2(a)	Programme/module developments and amendments
2020.030	MW noted that there are no updates on programme/module developments as the delivery of blended-learning is top priority.
2(b)	Learning and teaching matters
	Representatives reported on learning and teaching matters and the following points were noted:
2020.031	<p>1st Year Rep (VT) reported that level 4 tutorials have not been added to timetables and recommended a video is created for Calculus on how to use Mymathlab. Action: Teaching technologists to guide on this. Many students received their codes to Mymathlab late, which resulted in coursework deadline being extended. VT further added that students only tune into Computing and Data Analysis with Excel (MTH4114) lectures delivered by Hugo and not Pedro, as his style of delivery is unfavourable. However, the notes are well written and easy to follow. JW highlighted that there should be co-ordination between lectures and students. Action: To share feedback with lecturer.</p> <p>MW, WN and NH addressed concerns on tutorials as 1st year students were allocated and their timetables should have reflected this. Action: NH to look</p>

	<p>into this. Post meeting 13/11/2020 – The Timetabling team have now scheduled the tutorial webinars and 1st year timetables are now updated.</p>
2020.032	<p>2nd Year Rep (DM) reported the following:</p> <ul style="list-style-type: none"> - Delivery of Convergence and Continuity (MTH5104) lectures are too fast; students do not have time to take notes. - Differential Equations (MTH5123) lectures exceed the scheduled time of 1 hour per lecture. This disrupts the flow of students' timetables. - Some of Number Theory's (MTH5130) pre-requisites from Introduction to Algebra (MTH4104) were not taught due to strikes. It is necessary that missed content are covered, to ensure students are able to grasp basic concepts also refresh knowledge. DM drew upon how content missed on Vectors and Matrices (MTH4*15) were covered in Linear Algebra (MTH5112). - Lecturer for MTH5130 mentioned to students that the fourth lecture timetabled for this module is to go through coursework/practice questions, however lecturer now using the fourth lecture to go through module content. 2nd Year Rep (RC) echoed the same and suggested that the 4th session should be used for revision of content taught each week. RC also mentioned that the drop-in sessions are often used as tutorials and students that do not attend are missing out on taught content/exercise. <p>MW reported that each module is scheduled to have four 1-hour lecture's (not including sign-ups) and suggested that lecturer for MTH5130 maybe covering as much content now so in later weeks can hold revision sessions.</p> <p>Action: JW to share feedback with lecturers.</p>
2020.033	<p>2nd Year Representative (NS) reported that the 1-hour lectures for Financial Institutions (BUS201) are not sufficient for content to be covered; often lecturer is rushing and extends session by 20 minutes. Action: Ask SBM whether lectures can be timetabled for 1.5 hours.</p> <p>NS also reported that weeks 1 – 5 Probability and Statistics (MTH5129) lectures delivered by Dr Rodosthenos were well received and content was explained very well.</p>

	Students appreciate weekly quizzes for Linear Algebra (MTH5*12) as it helps them keep on top of work.
2020.034	<p>3rd Year Representative (AP) reported that many level 6 lecturers provide a comprehensive document of coursework solutions and possible methods to use, however the same is not done for Random Processes (MTH6141).</p> <ul style="list-style-type: none"> - Students often experience technical difficulties when tuning into Financial Mathematics (MTH6154) lectures. Problem arises when visualizer is used. - Occasional glitches are also experienced with MTH6107 (Chaos and Fractals) <p>MW highlighted that as MTH6154 lectures undergo frequent connectivity issues, it may be a question of supporting more pre-recorded lectures as Wi-fi connection at home does not aid the delivery of live lectures. MW also suggested the use of alternative platforms such as Zoom or Microsoft Teams and the lecturer to no longer use a visualizer if this is what causes disruptions to connection.</p> <p>RJ noted that there may be an issue with switching to another platform in week 9, as past recordings may have disruptions. Diagnose technical issue by playing back recordings.</p>
2(c)	Assessment and feedback
2020.035	No comments were made on this item.
2(d)	Academic support
	Representatives reported on academic support matters and the following points were noted:
2020.036	<p>NS reported that prior to Actuarial Mathematics (MTH5124) mid-term test taking place students asked questions to lecturer via the QMplus forum, however there was no response. Drop-in sessions are also reported to lack structure and student's questions go unanswered. Students would have appreciated if the drop-in session held before mid-term test focused on student's questions, particularly as the practice exercises followed different methods to those taught in lectures, which left students confused. However, JM highlighted that a range of methods are presented during lectures. Action: To arrange a drop-in session to cover content on mid-term test.</p>
2(f)	Learning resources <ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus

	<ul style="list-style-type: none"> • QReview • Updates from faculty E-learning forums • IT
2020.037	No updates on this item.
2(g)	Consideration of External Examiner reports
2020.038	There we no reports to consider.
2(h)	Student feedback (NSS/PTES/QMSS/Module evaluations)
	The committee discussed responses to NSS/PTES and QMSS and noted the following:
2020.039	SB highlighted that the NSS gives students the opportunity to express both what they enjoy and what could be improved. She encouraged representatives to give feedback, as it will make real changes to the student experience.
2(i)	Taught Programme Action Plans (TPAP)
2020.040	There was nothing to report.
2(j)	Periodic Review
2020.041	There were no comments.
Part 3 – Any Other Business	
	The following items were raised under Any Other Business:
2020.042	<p>JW announced that as part of the university guidelines to enhance the role of representatives, co-chairs and deputy co-chair positions are available. Their roles will be to co-manage items on the agenda and ensure the smooth running of the meeting by managing discussions.</p> <p>SB added that these positions would be a good opportunity for leadership as students can lead on half the SLLC meeting and take responsibility of actions.</p> <p>Action: NH to follow up</p>
2020.043	RJ was concerned about the drop in student numbers engaging with online lectures and asked representatives how this could be reversed.
2020.044	WN mentioned to representatives that if they would like to send emails to their cohort, they would need to send an email to maths@gmul.ac.uk and the Education Services Team will forward it on their behalf.
1st and Part 4 – Date of the next meeting	
2020.045	Wednesday 02 December, 13:00.

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Completed?
2020.014	Details on Semester 1 Exams to be shared with students	EST	ASAP		Complete
2020.031	To create a 'how to guide' video for Mymathlab	Teaching Technologists	Ahead of Semester 1 2021	In progress	
2020.031	Check level 4 tutorial allocation	NH	ASAP		Complete
2020.031	Share feedback with MTH4114 lecturer on style of teaching and notes	JW	Next Meeting		Complete
2020.032	Inform MTH5104 lecturer about the pace of lecture delivery (reduce speed)	JW	Next Meeting		Complete
2020.032	Remind MTH5123 lecturer to keep within 1 hour allocated time	JW	Next Meeting		Complete
2020.032	Remind MTH5130 lecturer to go over MTH4104 missed topics	JW	Next Meeting		Complete
2020.032	To inform MTH5130 lecturer that students are finding it difficult to keep up with content taught	JW	Next Meeting		Complete
2020.032	To ask SBM whether lectures can be timetabled for 1.5 hours	NH	Next Meeting		Complete - Having almost reached the end of the semester, changes to timings will be problematic in terms of timetabling. MO will be in touch with

					students for additional sign-up sessions.
2020.034	MTH6154 - Recommend the use of alternative platforms and highlight that visualizer causes connectivity issues	MW	ASAP	In progress	
2020.036	Lecturer for MTH5124 to arrange a drop-in session for mid-term test	JW	ASAP		Complete
2020.042	Follow up on Co-chair and Deputy Co-chair positions	NH	ASAP		Complete