

**School of Business and Management
SBM Postgraduate Staff Student Liaison Committee
(MSc Marketing, MSc Management & MSc E&I)
Semester 1, Meeting 1
2nd November 2021 (1pm, MS Teams)**

Minutes

Staff members present:

James Boote (JB)	Chair
Dr Lilian Schofield (LS)	Programme Director MSc. Management
Dr Yasser Bhatti (YS)	Programme Director MSc. E&I
Dr Yuansi Hou (YH)	Programme Director for MSc. Marketing
Dr Patrick McGurk (PM)	Associate Dean, Education
Dr Androniki Triantafylli (AT)	Director of Student Engagement
Richard Evans (RE)	Faculty Liaison Librarian (HSS)
Jenny Murphy (JM)	Postgraduate Programmes Manager
Sakile Martin (SM)	Postgraduate Programmes Administrator
Helen Green (HG)	Employer Engagement and Internships Coordinator
Elliott Welch (EW)	Student Support Officer & Secretary to Committee

Student members present:

Priya Rathore (PR)	Course rep for MSc. Management
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Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2021.01	Chair welcomed students and staff to the meeting and everyone introduced themselves.
1(b)	Apologies for Absence
2021.02	None noted.
1(c)	Terms of reference and membership & Student Voice
2021.03	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.
Part 1(d) Admissions, induction and enrolment	
2021.04	No comments.
Part 2 – Programme Delivery and other matters	
2(a)	Programme updates/introductions
2020.05	YB reports MSc E&I students would like more opportunities for face-to-face teaching. LS and YH agree this is the same for their programmes. JM confirms Timetabling is scheduling all Semester B teaching on campus. SBM will notify students once timetabling is finalised.

2021.06	LS states there has been low attendance to MSc Management Dissertation Supervision meetings and is interested in reviewing strategies to improve engagement. Action: PM to investigate reviewing Dissertation Supervision with Steering Group.
2(b)	Learning and teaching matters
2021.07	PR says there has been some confusion on MME (Mixed Mode Education) students accessing their studies online but this is now clearer.
2021.08	PR reports students are not regularly checking their emails. JB advises PR to encourage peers to watch self-help tutorial videos available on Welcome Week page.
2(c)	Advising Sessions Feedback/Careers support
2021.09	HG highlights students can apply for the SBM Consult for Spring (closing date 21 st November) and there will be an International Student Careers week commencing 22 nd November.
2(d)	Organisation and communication
2021.10	No comments.
2(e)	Learning resources
2021.11	RE provided updates about Library services including new group study spaces and Mintel access.
Part 3 – Any Other Business	
2020.12	None noted.
Part 4 – Date of the next meeting	
2020.13	30 th November 1pm, MS Teams

Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
2a	Investigate reviewing Dissertation Supervision with Steering Group.	PM	Ongoing.