

**School of Business and Management
SBM Postgraduate Staff Student Liaison Committee
(MSc Marketing, MSc Management & MSc E&I)
Semester 2, Meeting 1
23rd February 2022 (10am, MS Teams)**

Minutes

Staff members present:

Ripa Parvin (RP)	Chair
Dr Lilian Schofield (LS)	Programme Director MSc. Management
Dr Yasser Bhatti (YB)	Programme Director MSc. E&I
Dr Yuansi Hou (YH)	Programme Director for MSc. Marketing
Dr Androniki Triantafylli (AT)	Director of Student Engagement
Dr Patrick McGurk (PM)	Associate Dean, Education
Aktar Hussain (AK)	Teaching and Learning Manager
Jenny Murphy (JM)	Postgraduate Programmes Manager
Sakile Martin (SM)	Postgraduate Programmes Administrator
Yinka Solaru (YS)	Postgraduate Programmes Administrator
Fatimah Bismillah (FB)	Postgraduate Programmes Administrator
Anthea Chou (AC)	Information Skills Assistant
Jenny Murphy (JM)	Postgraduate Programmes Manager
Elliott Welch (EW)	Student Support Officer & Secretary to Committee

Student members present:

Vanshika Gupta (VG)	Course rep for MSc. Management (January Intake)
Sanjay Pillali (SP)	Course rep for MSc. Management (January Intake)
Pavneet Singh (PS)	Course rep for MSc. Marketing (January Intake)

Apologies:

Iain McLoughlin (IM)	Senior Career Coach
Richard Evans (RE)	Faculty Liaison Librarian (HSS)
Bushra Haanee (BH)	Engagement Communication Intern

Part 1 – Preliminary Items	
1(a)	Welcome
2022.01	Chair welcomes the committee.
1(b)	Apologies for Absence
2022.02	As noted above.
Part 2 – Programme Delivery and other matters	
2(a)	Programme updates
2022.03	LS reported that the first MSc. Management Dissertation workshop was successful and students had no concerns.

2022.04	LS is planning to meet with MSc Management students from September/January intakes to discuss low engagement.
2022.05	YH added that she is working with LS and PG to organise a Business Simulation event later in the semester.
2(b)	Learning and teaching matters
2022.06	No issues with January Examination Period and Welcome Week.
2022.07	VG raised concerns over comms sent about low attendance.
2022.08	JM clarified that the Postgraduate Team have been liaising with colleagues to ensure that attendance systems (wall scanners) are working across the university and correctly recording student attendance data.
2022.09	RP explained how Engagement scores are measured within the School and the use of this data is for student welfare only and not a policing strategy. RP encouraged Course Reps to inform their cohorts that this information should be used as guidance and if students have any concerns or queries to contact their Advisors. Action: Course reps to liaise with cohorts about attendance comms.
2022.10	VG and SP offered that students are interested in completing Accredited/Certification courses and enquired if there were provisions in place by the School to facilitate this.
2022.11	LS mentioned that the university does offer courses for students but needs to investigate the catalogue of courses and their availability. Action: LS to investigate Accredited courses available to students.
2(c)	Advising Sessions Feedback/Careers support
2022.12	AT outlined the role of Advisors and the benefits of students attending Advising Sessions.
2022.13	RP updated members on the Pulse Check Survey – students feel well supported and Advising Sessions are helpful. Students with outstanding needs will be prioritised and supported by Advisors. Action: Course Reps to promote Pulse Check Survey to cohorts.
2(d)	Organisation and communication
2022.14	VG and SP stated information for January intake students has been clear.
2022.15	PG enquired how attendance is recorded in seminars.
2022.16	RP clarified that seminar attendance is recorded via Web Forms by Academics. Action: Engagement Team to include attendance monitoring information in Week 9 Advising Sessions.
2(e)	Learning resources
2022.17	AC updated the committee on the progress of the Mile End Library Campus renovations – Postgraduate Reading Room is closed due to work on South Block, alternative study spaces available in Temporary Building for Postgraduate students.

2022.18	AC highlighted the Academic Skills Team and their services. Workshops for Dissertations to commence from April 2022.
2022.19	Course Reps are satisfied with QMplus and other resources but would like support with Academic Writing.
2022.20	RP advised students to utilise the support offered by the School's Academic Skills Tutors.
Part 3 – Any Other Business	
2022.21	AK reminded members that students are expected to return to the UK by the 6 th April 2022 to be eligible to apply for the Graduate Route Visa.
2022.22	VG asked if students have to formally notify the university of their arrival to the UK.
2022.23	AK offered that the QEngage system will monitor students once they have arrived on campus and recommends students to notify Postgraduate Team in order to receive an on campus timetable.
2022.24	PG reported that all Semester C teaching will be scheduled on campus.
2022.25	AK addressed concerns regarding late evening teaching and outlined the requirement of this due to several logistics including room availability, time-differences and constraints of timetabling both compulsory and elective modules.
Part 4 – Date of the next meeting	
2022.26	30 th March 10am, MS Teams

Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
2b	Course reps to liaise with cohorts about attendance comms.	Course Reps	Completed.
2b	Investigate availability of Accredited courses for MSc. Management students.	LS	Completed – Several ILX courses available to students, free of charge, via QMplus. Applications for the March Reading Week courses are closed however, other announcements to be made about future opportunities.
2c	Course Reps to promote Pulse Check Survey to cohorts.	Course Reps	Completed.
2d	Engagement Team to address attendance monitoring in Week 9 Advising Sessions.	Engagement Team	Completed.