

**School of Business and Management  
Undergraduate Student Staff Liaison Committee (Yr 2)  
Semester 1, Meeting 1  
2<sup>nd</sup> November 2021 (9am, MS Teams)  
Minutes**

**Staff members present:**

Dr Androniki Triantafylli (AT)	Chair
Dr Darryn Mitussis (DM)	Programme Director BSc Marketing and Management
Dr Min Yan (MY)	Programme Director BSc Business with Law
Dr Didem Gundogdu (DG)	Programme Director BSc Accounting and Finance
Dr Ishani Chandrasekara (IC)	Programme Director BSc Accounting and Management
Dr Patrick McGurk (PM)	Associate Dean, Education
Ciara Byrne (CB)	UG Quality Assurance and Programme Manager (Interim)
Elliott Welch (EW)	Student Support Officer & Secretary to Committee
Iain McLoughlin (ML)	Senior Career Coach

**Student members present:**

Karan Manish Mehta (KMM)	Course rep for MSc. Management
Nozmul Islam (NI)	Course rep for (2 <sup>nd</sup> Year) BSc Accounting and Management
Shahriyar Alom (SA)	Course rep for (2 <sup>nd</sup> Year) BSc Accounting and Management
Zain Khan (ZK)	Course rep for (2 <sup>nd</sup> Year) BSc Accounting and Management
Amir Qazi (AQ)	Course rep for (2 <sup>nd</sup> Year) BSc Accounting and Finance
Pratham Bhathia (PM)	Course rep for (2 <sup>nd</sup> Year) BSc Business Management
Somnath Kumar (SM)	Course rep for (2 <sup>nd</sup> Year) BSc Business Management
Nishi Bommireddy (BM)	Course rep for (2 <sup>nd</sup> Year) BSc Business with Law
Pranshu Goyal (PG)	Course rep for (2 <sup>nd</sup> Year) BSc Business with Law

**Apologies:**

Dr Chunling Xia (CX)	Programme Director (2 <sup>nd</sup> Year) BSc Business and Management
James Boote (JB)	Student Engagement Manager
Richard Evans (RE)	Faculty Liaison Librarian (HSS)

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome</b>
2021.01	Chair welcomes the committee.
<b>1(b)</b>	<b>Apologies for Absence</b>
2021.02	As noted above.

<b>Part 2 – Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Programme updates</b>
2021.03	PDs provided updates.
2021.04	MY acknowledges low performance of students on the joint programme module LAW5001 and is currently investigating this with the School of Law. MY asks for feedback from Course reps and Year 2 Business with Law cohort. Action: NM and PG to provide MY with feedback on LAW5001 Tort Law.
<b>2(b)</b>	<b>Learning and teaching matters</b>
2021.05	NI and SA state an hour is not sufficient time to complete all the questions for the upcoming BUS224 40% In-Class Test. Action: IC to meet with NM and PG to discuss issues the BUS224 40% In-Class Test and if necessary will liaise with the BUS224 Module Organiser for adjustments to assessment.
2021.06	NI reports concerns with the teaching style of BUS205. Students are finding it difficult to understand the Module Organiser and report problems with notetaking as lecture slides have minimal content to them. Students have also encountered issues with accessing the Business Law (6th ed.) textbook from the library. Action: IC and DG to meet with Course Reps to discuss concerns and raise them with BUS205 Module Organiser. Action: EW and Course Reps to liaise with RE to resolve textbook access issues
2021.07	AQ states Accounting and Finance students on BUS239 have an extensive amount of numerical MCQs to complete alongside a Case Study and students feel they do not have a strong knowledge base yet to be able to apply themselves to the module. Action: DG and IC to discuss BUS239 issues with the Module Organiser.
2021.08	AQ adds the ECN205 lecture is only an hour long and consequently the Module Organiser has to skip through some lecture content. Action: DG to meet with the ECN205 Module Organiser.
<b>2(c)</b>	<b>Advising Sessions Feedback/Careers support</b>
2021.09	AQ and NI report some advising sessions clashing with teaching. Action: EW to investigate re-assigning students' advising groups to resolve clashes with teaching timetable.
2021.10	AT encourages students to utilise support available to students i.e. 1-2-1s with advisors.
2021.11	IM highlights Careers support available to students: workshops and drop-in appointments (including some face-to-face meetings).
<b>2(d)</b>	<b>Organisation and communication</b>
2021.12	None noted.
<b>2(e)</b>	<b>Learning resources</b>
2021.13	None noted.
<b>Part 3 – Any Other Business</b>	
2021.14	DM requests for newly allocated Marketing and Management Course reps to communicate issues to him directly as none attended meeting. Action: EW to contact Year 2 Marketing and Management cohort to fill vacant positions, new Course reps to liaise with DM.
2021.15	IC asks for list of Course Reps for the 2021/22 academic year.

2021.16	Action: Engagement Team to distribute UG/PG SSLC Membership lists to academics. EW asks Course Reps to promote Advising survey to their peers. Action: Course Reps to promote Advising survey to their peers.
<b>Part 4 – Date of the next meeting</b>	
2021.17	30 <sup>th</sup> November 9am, MS Teams

## Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
2a	Course Reps provide MY with feedback on LAW5001 Tort Law.	NM, PG	Completed.
2b	IC to meet with NM and PG to discuss issues the BUS224 40% In-Class Test and if necessary will liaise with the BUS224 Module Organiser for adjustments to assessment.	IC, DG, NM, PG	Completed. IC and DG met with BUS224 Module Organiser, following discussions adjustments to be made to the format of the assessment and students to be informed of changes.
2b	IC and DG to meet with Course Reps to discuss concerns and raise them with BUS205 Module Organiser.	IC, DG and Course Reps	Completed. Students' concerns raised via email to BUS205 Module Organiser and Module Organiser responded to these issues via QMplus announcement.
2b	EW and Course Reps to liaise with RE to resolve textbook access issues	EW, RE, Course Reps	Completed. Textbook can be accessed via QMUL Library, in the Law Trove database.
2b	DG and IC to discuss BUS239 issues with the Module Organiser.	DG, IC	Completed. IC and DG met with BUS239 Module Organiser. MOs for Management Accounting and Programme Directors will review content covered at different academic levels and will submit amendment forms to introduce changes for the 2022/23 academic year if required. BUS239 Module Organiser will also review In-Class Test assessment and make adjustments to the paper to ensure students can answer questions within the set timeframe.
2b	DG to meet with the ECN205 Module Organiser.	DG	Completed. DG met with ECN205 Module Organiser. Module Organiser confirmed lecture recordings are made available weekly, theoretical aspects of each topic is covered in these recordings while technical aspects are focused on in live sessions. Module Organiser recommends students make use of

			office hours to receive further clarification on module material, students have not been using this provision effectively so far.
2c	EW to investigate re-assigning students' advising groups to resolve clashes with teaching timetable.	EW	Completed. Semester A advising groups reallocations are not possible due to limitations with students' timetables and alternative advising groups. This will be reviewed again and resolved in time for Semester B advising. Students who have been unable to attend advising given slides and offered 1-2-1 to discuss any missed content.
3	EW to contact Year 2 Marketing and Management cohort to fill vacant positions, new Course rep to liaise with DM.	EW	Completed. Fiona Rrudhan has been allocated as Year 2 Marketing and Management Rep.
3	Engagement Team to distribute UG/PG SSLC Membership lists to academics.	Engagement Team	Completed.
3	Course Reps to promote Advising survey to their peers.	Course Reps	Completed.