

**School of Business and Management  
Undergraduate Student Staff Liaison Committee (Yr 2)  
Semester 2, Meeting 1  
24<sup>th</sup> February 2022 (11am, MS Teams)  
Minutes**

**Staff members present:**

Ripa Parvin (RP)	Chair
Dr Darryn Mitussis (DM)	Programme Director BSc Marketing and Management
Dr Ulrike Marx (UM)	Programme Director BSc Accounting and Management
Dr Min Yan (MY)	Programme Director BSc Business with Law
Dr Ishani Chandrasekara (IC)	Programme Director BSc Accountancy (Flying Start)
Dr Patrick McGurk (PM)	Associate Dean, Education
Dr Androniki Triantafylli (AT)	Director of Student Engagement and Advising
Aktar Hussain (AK)	Teaching and Learning Manager
Iain McLoughlin (ML)	Senior Career Coach
Jacques Rogers (JR)	Information Assistant
Elliott Welch (EW)	Student Support Officer & Secretary to Committee

**Student members present:**

Fiona Rrudhani (FR)	Course rep for (2 <sup>nd</sup> Year) BSc Marketing 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
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 Xue Zhou (XZ)	Programme Director (2 <sup>nd</sup> Year) BSc Business and Management
Ciara Byrne (CB)	UG Quality Assurance and Programme Manager
Richard Evans (RE)	Faculty Liaison Librarian (HSS)
Bushra Haanee (BH)	Engagement Communication Intern

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome</b>
2022.01	Chair welcomes the committee.
<b>1(b)</b>	<b>Apologies for Absence</b>
2022.02	As noted above.

<b>Part 2 – Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Programme updates</b>
2022.03	DM informed members of proposals submitted to the Teaching and Learning Committee for amendments to the BSc Marketing and Management programme.
2022.04	MY updated members on the collaborative work with Law Academics to support Joint programme students: Module amendment documentation submitted to change Year 2 compulsory Law module assessment, increase availability of past papers and specific seminar groups for SBM students, subject to availability.
2022.05	IC introduced UM as the new Programme Director BSc Accounting and Management and explained any issues with BUS238 are currently being investigated.
2022.06	UM advised the BSc Accounting and Management Course Rep to liaise with her and raised the need for clear information on which Examinations carry Exemptions.
<b>2(b)</b>	<b>Learning and teaching matters</b>
2022.07	AM requested revision sessions for Semester A Accounting Examinations scheduled in-person on campus during the Semester B Examination Period for Accreditation purposes.
2022.08	AH clarified provisions are being discussed and planned with Programme Directors and these Examinations will remain in a 3-hour format. Comms on revision sessions will be sent to students in due course.
2022.09	PG reported no concerns with the January Examination Period.
2022.10	AM offered that some students have concerns with the delivery of BUS260 seminars.
2022.11	RP suggested AM discuss concerns with the BUS260 TA.
<b>2(c)</b>	<b>Advising Sessions Feedback/Careers support</b>
2022.12	AT outlined the role of Advisors and the benefits of students attending Advising Sessions. Students can utilise face to face appointments with Advisors on campus if they need any support and students should also plan appropriately for the Semester B Examination Period.
2022.13	IM highlighted Careers support available to students (1-2-1 appointments for Career Guidance, Application/CV advice and Practice Interviews) and informed members of changes in staff within the Careers Team.
2022.14	FB added that students appreciate the support available to them.
<b>2(d)</b>	<b>Organisation and communication</b>
2022.15	AQ reported concerns with the BUS260 Module Organiser informing students the In-Class Test will be held in-person on campus. Action: Clarify the format of the BUS260 In-Class Test.

<b>2(e)</b>	<b>Learning resources</b>
2022.16	IC explained upcoming work with the Library for Accounting resources.
2022.17	JR updated the committee on the progress of the Mile End Library Campus renovations – Reading Rooms closed due to work on South Block, alternative study spaces available in Temporary Building for students.
2022.18	JR highlighted the Academic Skills Team and their services.
2022.19	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.
<b>Part 3 – Any Other Business</b>	
2022.15	IC promoted International Women’s Day events running 8-15 <sup>th</sup> March 2022.
<b>Part 4 – Date of the next meeting</b>	
2022.16	31 <sup>st</sup> March 11am, MS Teams

## Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
2d	Clarify the format of the BUS260 In-Class Test.	AK	Completed – assessment will be held online only and students will be notified in due course.
2e	Course Reps to promote Pulse Check Survey to cohorts.	Course Reps	Completed.