

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

**Staff members present:**

Aktar Hussain (AK)	Chair
Dr Darryn Mitussis (DM)	Programme Director BSc Marketing and Management
Dr Chunling Xia (CX)	Programme Director (2 <sup>nd</sup> Year) BSc Business and Management
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
Elliott Welch (EW)	Student Support Officer & Secretary to Committee

**Student members present:**

Nozmul Islam (NI)	Course rep for (2 <sup>nd</sup> Year) BSc Accounting and Management
Fiona Rrudhani (FR)	Course rep for (2 <sup>nd</sup> Year) BSc Marketing and Management

**Apologies:**

Dr Min Yan (MY)	Programme Director BSc Business with Law
Iain McLoughlin (ML)	Senior Career Coach
Bushra Haanee (BH)	Engagement Communication Intern
Zain Khan (ZK)	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
Amir Qazi (AQ)	Course rep for (2 <sup>nd</sup> Year) BSc Accounting and Finance

<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	No programme updates.
<b>2(b)</b>	<b>Learning and teaching matters</b>

2021.04	AK clarified the online format of the Semester A Examination Period and informed some Accounting Examinations have been rescheduled to the May Examination Period as these must be sat in-person for Accreditation purposes.
2021.05	NI reports concerns with the teaching style of BUS224 and queried the logistics of upcoming BUS224 40% In-Class Test, AK recommends for students to raise teaching concerns with the Module Organiser directly. Action: CB to clarify time arrangements for BUS224 40% In-Class Test.
2021.06	FB states there are no major issues with BSc Marketing and Management students.
<b>2(c)</b>	<b>Advising Sessions Feedback/Careers support</b>
2021.07	FB suggests running a workshop on creating a Marketing portfolio. AK recommends discussing this with DM.
<b>2(d)</b>	<b>Organisation and communication</b>
2021.08	AK confirmed that Semester B teaching will be face to face and students have been notified via email about this.
2021.09	FB raised that students have concerns about attending face to face teaching due to the new COVID variant.
2022.10	EW explained that the Principal had sent out guidance on health and safety measures on campus.
<b>2(e)</b>	<b>Learning resources</b>
2021.11	RE updated the committee on the progress of the Mile End Library Campus renovations – teaching collection area reopened for browsing and borrowing, security barriers in-use again and construction on two new additional floors to South block from December 2021.
2021.12	RE shared the Christmas period Library opening hours and highlighted the Revise Well website available to students in preparation for the Semester A Examination Period.
<b>Part 3 – Any Other Business</b>	
2021.13	EW asked Course Reps to highlight SBM social events to their peers.
2021.14	NI asked what support will be made available for students taking Accounting Examinations in May 2022.
2021.15	AK confirmed module organisers will be offering revision sessions nearer the Examinations and the Engagement Team will doing Examination preparation.
2021.16	AK reported that all other Examinations are still planned to be running online during the Semester B Examination Period pending COVID and Government restrictions in May 2022.
<b>Part 4 – Date of the next meeting</b>	
2021.17	TBC

## Action Sheet: Student-Staff Liaison Committee

Action Point	Action	Allocated to	Action Status
2a	CB to clarify time arrangements for BUS224 40% In-Class Test	CB	Completed.