

**School of Mathematical Sciences
Postgraduate Student Staff Liaison Committee
1st November 2021**

Staff members present:

Name	Role
John Moriarty (JM)	Chair
Shabnam Beheshti (SB)	Director of Education
Primoz Skraba (PS)	MSc Data Analytics Programme Director
Oscar Bandtlow (OB)	Director of Postgraduate Taught Studies
Ian Morris (IM)	MSc in Mathematics Programme Director
Alexander Gnedin (AG)	Dissertations Coordinator
Sukhpal Gill (SG)	Lecturer in Cloud Computing-School of Electronic Engineering and Computer Science, EECS Representative
James Soderman (JS)	Faculty Liaison Librarian – Science and Engineering
Maria Patsou (MP)	Secretary
William Ng (WN)	Student Support Officer

Student members present:

Name	Programme name and level
Hemanth Paneer Selvam (HPS)	MSc Data Analytics Programme Representative (January entry)
Kanchan Kumari (KK)	MSc Data Analytics Programme Representative (full time-September entry)

Apologies for absence:

Name	Role or programme and level
Alex Clark (AC)	Head of School
Michael Phillips (MP)	MSc Financial Mathematics/MSc Financial Computing Programme Director
Stefan Couch (SC)	Careers Consultant
Primoz Skraba (PS)	MSc Data Analytics Programme Director
Jon Strathdee (JS)	Employer Engagement and Internships Coordinator (EEIC)
Dale Breame (DB)	Education Services Officer
Olumide Popoola (OP)	Student Study Skills Coordinator – Library Services
Simon Rawstron (SR)	Education Services Manager

Part 1 – Preliminary Items

1(a)	Welcome and introduction for new members
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2021.01	JM welcomed all members to the meeting and all members introduced themselves.
1(b)	Apologies for Absence
2021.02	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2021.03	The committee approved the minutes of the meeting held on 04.08.2021 with a correction of the initials SR to SAR in point 2020.113.
1(d)	Report on matters arising and actions taken
2021.04	2020.082: This item has been confirmed as complete post meeting. 2020.108: SB noted that there is a bigger piece of work going on across the school, ensuring consistency across all platforms and the new e-learning technologist will be undertaking part of this workload. This is work that will take place throughout the year. As a result, this item can be closed. 2020.114: This item is complete. 2020.120: This item is complete.
1(e)	Terms of reference and membership
2021.05	The committee noted the terms of reference and membership of the Student Staff Liaison Committee. JM highlighted that the SSLC forms one of the mechanisms that issues can be addressed and students should aim to address issues with lecturers first. The SSLC would then offer a last resort option to deal with study matters. JM requested that the terms of reference and membership are circulated to the members of the committee. ACTION: MP to circulate the terms of reference and membership to the members of the committee.
1 (f)	Admissions, induction and enrolment
2021.06	Nothing to report
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	Programme/module developments and amendments

2021.07	SB noted that there is discussion about merging the Financial Mathematics and Financial Computing programmes under the Financial Mathematics umbrella, due to the small size of the Financial Computing programme and the large overlap of modules between the two programmes. SG noted that last year students expressed an interest to be co-supervised by both schools (Mathematical Sciences and EECS). SB noted that this is something that will be considered in the future and it will be possible for this year as well should a student request it.
2(b)	Student feedback
2021.08	<p>HPS queried about the possibility of extending the dissertation deadline for the Data Analytics January intake cohort (16th December 2021) due to the dissertation workload being split across two semesters while students are also being taught modules without dedicated time for their project. Students are finding it hard to cope with everything. HPS noted that at least over half of the students requested this change and at least 20%-30% said that they don't currently have the knowledge to apply to their project, as they are still being taught the Advanced Machine Learning module. HPS said that students would ideally need until the end of January, although it was noted that the programme finishes on 18/01/2022. AG noted that it is not possible to change deadlines as they are linked to exam board reviews on a School and University level as well as staff constraints, but if there are serious reasons for not being able to complete a project students can submit an EC claim. ACTION: AG to make a survey to supervisors to query what they think about the project submission date for the Data Analytics January entry programme.</p> <p>ACTION: SB to discuss why the particular project submission date was chosen for the Data Analytics January entry programme.</p>
2021.09	<p>KK requested whether the Thursday timetable can change for the Data Analytics September entry students, as they have four classes, with the middle classes being online. Students struggle to commute back and forth during the day to attend face-to-face then online then face-to-face classes. This has been raised with PS. SB noted that this has been raised already and they are looking into what kind of options are available via timetabling. SB queried about why students go back home to attend classes online. KK noted that students don't have space to attend one of the two tutorials</p>

	<p>online. KK requested whether students can have a dedicated space to attend the online tutorial. SB suggested to use the IT Lab, which is not always available though. In this case she queried whether students check other spaces but noted there are various constraint with this. KK attempted to use the library to attend the tutorial but had IT issues and missed the tutorial. KK also noted that students find the evening lecture module very hard and by the time they have the lecture, it is difficult to follow it, after a full day's classes. KK requested for the lecture be moved to the morning. She also noted that a full day was at the request of students who work. KK noted that Monday and Tuesday afternoons are not good some of the students who work. ACTION: SB to look into available spaces for attending the second online tutorial for Thursday, for the Data Analytics students. ACTION: SB to discuss further with PS to find a solution that fits most schedules to adjust the Thursday timetable, for the Data Analytics students.</p>
2(c)	<p>Learning resources</p> <ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT
2021.010	Representatives and staff reported on learning resources matters and the following points were noted:
2021.011	<p>HPS queried how Data Analytics January entry students can access modules from last year. MP explained that these would be in the QMPlus archive as the September-September academic year means that any modules that are completed before September move to QMPlus archive. Students can still access their archived modules will their credentials. SB suggested that this information is circulated to the cohort. ACTION: MP to circulate QMPlus archive information to the January entry Data Analytics cohort.</p>
2021.012	<p>MP queried on behalf of PS whether students would still have access to resources like LinkedIn Learning after they graduate. WN noted that alumni will be sent information about databases they can access (such as career-related) however module access will expire with the completion of their programme. JS noted that because LinkedIn Learning is new they are not</p>

	yet aware whether alumni will have access to it, however there will be other databases that will available to alumni.
2021.013	JS noted that the library now has a refurbished ground floor. There is also an online chat tool for library queries. JS announced that there is training coming up on reference management, specifically on Mendeley and Endnote.
2(d)	Student feedback (NSS/PTES/UKES/Module evaluations)
2021.014	Representatives and staff reported on student feedback matters and the following points were noted:
2021.015	WN noted that there will be surveys coming up later in the year. SB added the results of the PTES surveys will be discussed with the Faculty and any important points will be brought back to the SSLC for discussion.
2(d)	Consideration of Student Experience Action Plan (SEAP)
2021.016	SB noted that SEAP is largely there to help staff choose priority areas and act on them. These are larger scale items, for example choosing strategic directions, for example making the decision-making process clearer for everyone involved. These are often based on feedback that student reps gave in the past. The plan is to come back later in the year with discussion points specifically relating to the PGT programmes which reps can discuss and feed back further. Another item discussed and agreed on was adjusting the weighting of module assessments, to simplify the extenuating circumstances process. Questions being discussed are currently about whether simultaneous deadlines across modules are helpful to students. The January intake dissertation deadline has now been added to this list of items. ACTION: SB to circulate a list of SEAP actions for the next SSLC.
2 (f)	Periodic review
2021.017	Nothing to report
2 (g)	Consideration of External Examiner reports
2021.018	The reports will be examined in the next meeting.
Part 3 – Any Other Business	

2021.019	JM introduced the role of co-chair. MP explained that this will be taken up by at least one of the reps, and there will be training attached to the role taking place via the Student Union. Reps by MP will be contacted once all positions are filled. Action: MP to contact all reps by mid-November for expression of interest for the role of co-chair.
2021.020	SB noted that TLC discussion points will be included in this meeting as a regular item as part of 2 (d).
2021.021	MP announced that the secretary role for the SSLC will move to the new administrator Bindiya Chongbang from the next meeting onwards.
Part 4 – Date of the next meeting	
2021.022	7 th December 2021. As a result of discussions on members' availability the time for the meeting will move from 11-12 to 12-1. ACTION: MP to change timeslot for next meeting and inform the Committee members.

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2021.05	Circulate the terms of reference and membership to the members of the committee.	MP	ASAP	ASAP	
2021.08a	Make a survey to supervisors to query what they think about the project submission date for the Data Analytics January entry programme.	AG	ASAP	ASAP	
2021.08b	Discuss why the particular project submission date was chosen for the Data Analytics January entry programme.	SB	ASAP	ASAP	
2021.09a	Look into available spaces for attending the second online tutorial for Thursday, for the Data Analytics students.	SB	ASAP	ASAP	
2021.09b	Discuss further with PS to find a solution that fits most schedules to adjust the Thursday timetable, for the Data Analytics students.	SB	ASAP	ASAP	
2021.011	Circulate QMPlus archive information to the January entry Data Analytics cohort.	MP	ASAP	ASAP	

2021.016	Circulate a list of SEAP actions for the next SSLC.	SB	ASAP	ASAP	
2021.022	Change timeslot for next meeting and inform the Committee members.	MP	ASAP	ASAP	