

**School of Mathematical Sciences**  
**Undergraduate Student Staff Liaison Committee**  
**2<sup>nd</sup> February 2022**

**Confirmed Minutes**

**Staff members present:**

<b>Name</b>	<b>Role</b>
Justin Ward (JW)	Chair and Director of Student Experience
Simon Rawstron (SR)	Education Services Manager
Maria Patsou (MP)	Secretary (Education Services Administrator)
Bindiya Chongbang (BC)	Education Services Administrator
James Soderman (JSO)	Faculty Liaison Librarian: Science and Engineering

**Student members present:**

<b>Name</b>	<b>Programme name and level</b>
Mimi Zhao (MZ)	Mathematical Sciences Joint Honours Year 1 Rep
Aastha Kansara (AK)	Economics, Statistics and Mathematics Year 2 Rep
Maggie Jiang (MJ)	Mathematical Sciences Single Honours Year 3 Rep

**Apologies for absence:**

<b>Name</b>	<b>Role or Programme name and level</b>
Alex Clark (AC)	Head of School
Shabnam Beheshti (SB)	Director of Education
Sebastian del Bano Rollin (SdBR)	Deputy Director of Education
Dale Breame (DB)	Education Services Officer
Jon Strathdee (JSt)	Employer Engagement and Internships Coordinator
Stefan Couch (SC)	Careers Consultant, Science and Engineering

Andrea Pinner (AP)	Careers Consultant
Olumide Popoola (OP)	Education and Learning Advisor
Jade Mills (JM)	E-learning Technologist
Gaurav Mehta (GM)	Mathematical Sciences Joint Honours Year 2 Rep

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introduction for new members</b>
2021.112	JW welcomed everyone to the second UG SSLC meeting and new members introduced themselves.
<b>1(b)</b>	<b>Apologies for Absence</b>
2021.113	The meeting noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Minutes of the previous meeting</b>
2021.114	The committee approved the minutes of the meeting held on 1 <sup>st</sup> December 2022 with no amendments noted.
<b>1(d)</b>	<b>Report on matters arising and actions taken</b>
2021.115	<p>The committee received a report on matters arising and noted the following:</p> <p>2021.025: This item is in progress</p> <p>2021.031: This item is complete. Feedback has been passed along to the module organiser and, should issues arise next year, this will be discussed again.</p> <p>2021.059: This item has switched to MP and JM to discuss, due to WN leaving his post.</p> <p>2021.100: Feedback has been passed on to the relevant library team. There is now a guide on booking. This item is therefore complete.</p> <p>2021.101a and 2021.102: Feedback has been passed on to the relevant teams about the volume of emails. Additionally, Careers advised that students are sent emails to their Target Connect accounts and can edit those email addresses there. Student reps confirmed that they only receive Careers emails into their QM email inbox (as opposed to their QM <u>and</u> personal email) although they re-iterated that they receive too many generic Careers emails. Careers also noted that students should be able to unsubscribe from such emails. These two items can be marked as complete.</p>

	2021. 101b: This item remains open.
<b>1(e)</b>	<b>Admissions, induction and enrolment</b>
2021.116	The committee discussed the processes of admissions, enrolment and induction and noted the following:
2021.117	Nothing to report
<b>Part 2 – Student feedback, Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Programme/module developments and amendments</b>
2021.118	The committee reviewed proposed programme / module developments and amendments. The following feedback was received from student representatives:
2021.119	JW asked for the opinions of students about whether the G100 BSc in Mathematics 3 <sup>rd</sup> Year pathways are fit for purpose. MJ noted that these are helpful, and that it is more relevant to have these pathways in the 3 <sup>rd</sup> year rather than them starting in Semester B of Year 2. When queried about making more modules compulsory in Year 2, MJ noted that it would be useful to have more compulsory modules if it will enable more choice in Year 3, as some student will not necessarily take all the necessary pre-requisites for Year 3 modules, which will give them more choice in Year 3. <b>ACTION: All reps to check what students would prefer between more and less compulsory modules in Year 2.</b>
<b>2(b)</b>	<b>Learning and teaching matters</b>
2021.120	Representatives reported on learning and teaching matters and the following points were noted:
2021.121	AK noted that students are getting used to big group tutorials.
2021.122	AK noted that there was confusion about the start date of IT labs. SR noted that this was an oversight from the School's end (i.e. not informing students in time), and explained that it was due to the very busy planning period the School was going through.
2021.123	MZ queried about the situation with the lectures of MTH4*116. SR noted that a number of academic staff have been off sick and the School was working towards replacements and methods of content delivery.
<b>2(c)</b>	<b>Assessment and feedback</b>

2021.124	Representatives reported on learning and teaching matters and the following points were noted:
2021.125	Nothing to report
<b>2(d)</b>	<b>Academic support</b>
2021.126	Representatives reported on academic support matters and the following points were noted:
2021.127	Nothing to report
<b>2(e)</b>	<b>Organisation and communication</b>
2021.128	Representatives reported on organisation and communication matters and the following points were noted:
2021.129	AK noted that while students are receiving many generic Careers emails, they are not receiving Mathematics Careers emails. <b>ACTION: MP to discuss with careers about increasing the volume of Mathematics related Careers emails.</b>
<b>2(f)</b>	<b>Learning resources</b> <ul style="list-style-type: none"> <li>• <b>Library facilities / materials (books, journals etc.)</b></li> <li>• <b>QMplus</b></li> <li>• <b>QReview</b></li> <li>• <b>Updates from faculty E-learning forums</b></li> <li>• <b>IT</b></li> </ul>
2021.130	Representatives reported on learning resources matters and the following points were noted:
	JSo noted that there are less spaces available for study due to building works, however the Temporary Building can be used instead. JSo reminded SSLC that there will be Mendeley and Endnote workshops running.
2021.131	AK noted that the booking site works well.
<b>2(g)</b>	<b>Student feedback (NSS/PTES/UKES/Module evaluations)</b>
2021.132	The committee discussed responses to NSS and UKES and noted the following:
2021.133	JW asked student reps to encourage students to fill the NSS survey. <b>ACTION: All Reps to encourage students to fill the NSS survey.</b>

2021.134	JW noted that the response to the module evaluations was extremely low and noted that one of the ways of tackling the issue was extending the window of time to complete the evaluations. MZ suggested to make the module evaluation completion compulsory, as more time will not make a difference to students who are not willing to complete the module evaluation in the first place. SR noted that anything like involves coercion or incentives cannot be used as a tool to persuade students to complete the evaluations, instead students should be encouraged to do so and it should be explained why evaluations are so important. AK agreed that compulsory evaluations will not work.
<b>2(h)</b>	<b>Consideration of External Examiner reports</b>
2021.135	The committee received External Examiner reports and noted the following:
2021.136	JW noted that all External Examiners brought up the issue of marks' inflation as a result of 24 hour exams.
<b>2(i)</b>	<b>SEAP review</b>
2021.137	The committee discussed responses to SEAP review and noted the following:
2021.137	Nothing to report
<b>Part 3 – Any Other Business</b>	
2021.138	The following items were raised under Any Other Business:
2021.139	JW noted that actions are ongoing. This item will be discussed in more detail in the next meeting.
<b>Part 4 – Date of the next meeting</b>	
2021.140	The committee noted that the next meeting would likely take place in the 1 <sup>st</sup> or 2 <sup>nd</sup> Week of March.

### Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2021.025	Provide some questions and/or parameters for all Course Reps so that all Course Reps can collate student feedback on current modules and pathways.	SB	ASAP	In progress; see TLC update and specific question for Course Reps on modules/pathways	
2021.059	Explore if a QMplus form can be created for students to submit absence requests.	MP and JM	Next Semester	In progress	
2021.101b	Collate information about the kind of emails students are receiving (and referring to) from Careers.	All reps	ASAP	In progress	
2021.119	Check what students would prefer between more and less compulsory modules in Year 2.	All reps	ASAP	In progress	

2021.129	Discuss with careers about increasing the volume of Mathematics Careers emails.	MP and Careers	ASAP	In progress	
2021.133	Encourage students to fill the NSS survey.	All reps	ASAP	In progress	