

School of Mathematical Sciences
Undergraduate Student Staff Liaison Committee
9th March 2022

Confirmed Minutes

Staff members present:

Name	Role
Justin Ward (JW)	Chair and Director of Student Experience
Alex Clark (AC)	Head of School
Shabnam Beheshti (SB)	Director of Education
Simon Rawstron (SR)	Education Services Manager
Maria Patsou (MP)	Secretary (Education Services Administrator)
Dale Breame (DB)	Education Services Officer
James Soderman (JSo)	Faculty Liaison Librarian: Science and Engineering
Stefan Couch (SC)	Careers Consultant, Science and Engineering
Joe Saxon (JSa)	Digital Content and Campaigns Officer

Student members present:

Name	Programme name and level
Aastha Kansara (AK)	Economics, Statistics and Mathematics Year 2 Rep
Gaurav Mehta (GM)	Mathematical Sciences Joint Honours Year 2 Rep

Apologies for absence:

Name	Role or Programme name and level
Sebastian del Bano Rollin (SdBR)	Deputy Director of Education
Jon Strathdee (JSt)	Employer Engagement and Internships Coordinator
Andrea Pinner (AP)	Careers Consultant

Olumide Popoola (OP)	Education and Learning Advisor
Jade Mills (JM)	E-learning Technologist
Bindiya Chongbang (BC)	Education Services Administrator
Maggie Jiang (MJ)	Mathematical Sciences Single Honours Year 3 Rep

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2021.141	JW welcomed everyone to the second UG SSLC meeting and new members introduced themselves.
1(b)	Apologies for Absence
2021.142	The meeting noted the apologies from members as recorded above. JSo noted that OP has now left his post. MP confirmed he will be removed from the committee list.
1(c)	Minutes of the previous meeting
2021.143	The committee approved the minutes of the meeting held on 1 st December 2022 with no amendments noted.
1(d)	Report on matters arising and actions taken
2021.144	<p>The committee received a report on matters arising and noted the following:</p> <p>2021.025: SB has approached reps for feedback therefore this item is complete.</p> <p>2021.059: MP discussed this with JM and it was agreed that, as a learning environment, QMPlus would not be an appropriate platform for logging absence requests. MySIS would be more appropriate although, at the moment, there is no such function in the website. This item is complete.</p> <p>2021.101b: While student reps did not bring examples of Careers emails to the meeting, it was agreed that meetings are set up between JSa and student reps where they can look into the matter more closely. Therefore this item is complete.</p> <p>2021.119: This item remains open</p> <p>2021.129: A discussion took place in this meeting between reps and Careers in addition to information obtained by MP prior to the meeting, therefore this item can be marked as complete.</p>

	2021.133: Student reps noted that they have not taken action, as they are not sure how to frame the information about the NSS survey. This item remains open. ACTION: MP to provide a suggested text to student reps to use to promote the NSS survey.
1(e)	Admissions, induction and enrolment
2021.145	The committee discussed the processes of admissions, enrolment and induction and noted the following:
2021.146	Nothing to report
Part 2 – Student feedback, Programme Delivery and other matters	
2(a)	Programme/module developments and amendments
2021.147	The committee reviewed proposed programme / module developments and amendments. The following feedback was received from student representatives:
2021.148	SB noted that any feedback would be welcome on what students would like to see happening during Welcome Week/Induction.
2021.149	SB noted that the School is getting everything ready for upcoming module selections.
2021.150	SB noted the following Education Committee (formerly TLC) updates: - The BSc Pure Mathematics programme will no longer run for new students from 2023/24 and will be absorbed by the BSc Mathematics programme. - The BSc Mathematics, Statistics and Financial Economics will no longer run for new students in 2023/24 and will consolidate with BSc in Economics, Statistics and Mathematics. The programme had very few students recruited in the past. - The MSci Financial Mathematics has not yet been removed, but it does not sit naturally in the BSc routes available in the School, so this is in the works at the next Education Committee for removal in 2023/24.
2021.151	SB noted the following Education Committee (formerly TLC) updates: - In an effort to improve student experience, there is a plan to combine Year 1 modules into 30 credit year-long modules. These are modules that appear as Part 1 and Part 2 across Semesters and split in 15 credits each. It is hoped that these changes will be implemented in 2023/24. - MTH5001 Introduction to Computer Programming will move to Year 1.

	<p>AK noted that a change to a 30-credit module, will be a positive change as means continuation of knowledge, rather than completing a module with an exam and forgetting about it. It might also cause students to let go due to its length, and so smaller assessments throughout the year would be beneficial rather than one assessment in May. Reps agreed that moving MTH5001 (which includes learning Python) to Year 1 as well would be positive as it will enhance employability skills.</p> <p>SB noted that the idea is for MTH5001 to be compulsory for the BSc in Mathematics, but it is possible to consider making the module compulsory across all programmes. JW noted that programming skills will enable students to do proofs more effectively as well, as it helps building logical skills.</p>
2021.152	<p>SB sought feedback on moving MTH4114 in the Year 2 or 3 as an elective. AK noted that it is probably best that the module is mandatory considering Excel has many applications and students would be expected to have this knowledge. GM suggested that it would be best to have MTH5001 and MTH4114 in the same semester. He suggested that for someone who is looking to do the certification later, MTH4114 would serve as a good introduction.</p>
2(b)	Learning and teaching matters
2021.152	<p>Representatives reported on learning and teaching matters and the following points were noted:</p>
2021.153	<p>GM noted that students are not satisfied with the quality of teaching for MTH5120. The student rep noted that the lecturer copies everything from their notes and that they avoid responding to questions. This is an issue that mainly happens in lectures rather than labs. SB noted that during the second half of the module, there will be a different lecturer teaching and suggested that reps discuss their concerns with the new lecturer. SB also noted that the first half lecturer will be assisting in labs so it may benefit students to rephrase questions on the basis of their experience with the lecturer in the first half. SB clarified that this suggestion isn't meant to put the burden on students, rather to assist in both sides (students and lecturer) getting used to each other. If students feel that they need further support then they can reach out so that more TAs and other academic staff are present. GM confirmed that TAs are helpful in lab sessions. JW suggested to speak to the lecturer in advance, but for anything further he requested that specific</p>

	suggestions can be brought up with the lecturer. ACTION: JW to email MTH5120 lecturer in advance of the rep reaching out to any of the two lecturers.
2(c)	Assessment and feedback
2021.154	Representatives reported on learning and teaching matters and the following points were noted:
2021.155	Nothing to report
2(d)	Academic support
2021.156	Representatives reported on academic support matters and the following points were noted:
2021.157	Nothing to report
2(e)	Organisation and communication
2021.158	Representatives reported on organisation and communication matters and the following points were noted:
2021.159	Nothing to report
2(f)	Learning resources
	<ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT
2021.160	Representatives reported on learning resources matters and the following points were noted:
2021.161	JSo noted that there is a new staff member on the role of Senior Academic Skills Advisor. There is also a new service launching where student can obtain digital help for writing and research skills. Additionally, the refurbishment on the entrance of the library is coming to an end, and therefore the café will be more easily accessible. Finally, JSo reminded students that they can use the Temporary Building spaces to study, if their study is disrupted by refurbishment noise.
2021.162	On Careers communications JSa gave the following context: Email communications to students were not centralised until recently. This caused

two issues: 1) The volume and type of content that students received from school to school varied drastically depending on the person sending the emails out. 2) To send emails out to students, it was extremely difficult to get through to the correct list of contacts. To address these issues, central emails were created, i.e. a central weekly newsletter. There are still issues; the tool used to send these emails Target Connect (known to students as QM Careers Hub), is not as flexible in terms of tailoring the content to certain groups of students. So content is sent on the basis of eligibility rather than usefulness. A Data and Systems Officer has been recruited recently and will be looking into the kind of data available for students and how it can be best utilised to improve communications to students. JSa also noted that students can tailor content based on industries on Target Connect. SC added that the more and better filled Target Connect profiles are, the easier it is to tailor connect. Going forward communications will be tailored around the 4 stages in Careers, i.e. Explore-Acquire-Show-Tell (EAST). SB noted that it would be great if EAST could tie in with advising and the academic journey of the student.

SC noted that it is important that Careers is aware of what kind of emails students receive as Target Connect is linked to Target Jobs. JSa requested to meet with student reps to go through the types of emails they receive from Careers. JSa noted that sometimes student will sign up for emails during Careers Fairs and this may increase the amount of emails the students receive.

AK noted that it would be good to be able to opt in and out of emails as students might not be sure about the path they can take and may want to see the available options. SC noted that it has been previously noted that students are not receiving enough maths-related Careers emails, however it is important that students take note of opportunities that may offer transferable skills. SC noted that 6 Careers emails are sent out on average each month. The plan moving forward is that students receive something very specific every two weeks, and in the longer term, tailor communications on the basis of EAST. SB also asked for student reps and Career to come forward with ideas on what courses can be used in relation to mathematics

	<p>programme from LinkedIn Learning. JSo added that the library is looking into how to utilise LinkedIn Learning.</p> <p>ACTION: MP to share JSa's details with the student reps to set a meeting and go through the types of emails students receive from Careers.</p>
2(g)	Student feedback (NSS/PTES/UKES/Module evaluations)
2021.162	The committee discussed responses to NSS and UKES and noted the following:
2021.163	JW noted that the School has had a very low response NSS rate. He stressed that it is important students fill in the survey so that the School is aware of what works and what does not work. SB also noted that it is important that the feedback received is strong feedback (positive or negative).
2021.164	SB noted that module evaluations will also be happening very soon.
2(h)	SEAP review
2021.165	The committee discussed responses to SEAP review and noted the following:
2021.166	SB noted that a Town Hall meeting took place between staff and students. The meeting did not have good attendance.
2021.167	SB asked an open question to the student reps regarding timetabling. More specifically she queried whether there is a general principle that student reps would like to propose that would influence timetabling.
Part 3 – Any Other Business	
2021.168	The following items were raised under Any Other Business:
2021.169	<p>SB informed that the Dean of Education reached out to let us know that if students are nominating academics for awards to use a text that highlights the merits of the nominee. Student can also reach out to SB and JW for advice on writing a nomination.</p> <p>ACTION: MP to send out template text for nominations to student reps.</p>
Part 4 – Date of the next meeting	

2021.170	The committee noted that this is the last meeting for this academic year, but that student reps can bring issues up with the Chair if necessary for the remaining time of the academic year.
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Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2021.119	Check what students would prefer between more and less compulsory modules in Year 2.	All reps	ASAP	In progress	
2021.133	Encourage students to fill the NSS survey.	All reps	ASAP	In progress	
2021.144	Provide a suggested text to student reps to use to promote the NSS survey.	MP	ASAP	In progress	
2021.153	Email the MTH5120 lecturers in advance of GM reaching out to any of the two lecturers.	JW	ASAP	In progress	
2021.162	Share JSa's details with the student reps to set a meeting and go through the types of emails students receive from Careers.	MP	ASAP	In progress	

2021.169	Send out template text for nominations to student reps.	MP	ASAP	In progress	
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