

**School of English & Drama
Drama Taught Student Staff Liaison Committee
13 November 2019**

Confirmed minutes

Staff members present:

Martin O'Brien	Chair, Director of Student Support
Michael McKinnie	Director of Teaching and Learning for Drama
Zara Dinnen	SED Equality and Diversity Chair
Eszter Gillay	SED Teaching & Student Support Manager
Suzi Lewis	SED Student Support Officer, SSLC Secretary

Student members present:

Tallulah Frendo	Year 1 – BA Drama
Clera Rodrigues	Year 1 – BA JH English & Drama
Peter Smart	Year 2 – BA Drama
Eleanor Thompson	Year 2 - BA JH English & Drama
Lydia Hallam	Year 3 – BA Drama
Kalina Todorova	FT MA Live Art

Apologies for absence:

Caoimhe McAvinchey	Head of Drama
Gwyneth Lawrence	Year 3 – BA Drama
Morgan-Reece Garcia	Year 2 – BA Drama

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2019.001	Noted
1(b)	Apologies for Absence
2019.002	The meeting noted the apologies from members as recorded above.
1(c)	Minutes of the previous meeting
2019.003	The committee approved the minutes of the meeting held on 22 May 2019.
1(d)	Report on matters arising and actions taken
2019.004	The committee received a report on matters arising and noted the following: 2018.042 - (i) Open call for an International Student Rep to join SSLC. No one came forwards for the role however current year 1 rep Clera R is an international student, so may cover both roles. (ii) Programme of EDI events within the School? Zara Dinnen - ongoing project. ACTION: ZD

	2018:047 – Drama rehearsal space booking system for students. Neither CM or JD were present at SSLC - ongoing action ACTION:CM/ JD
1(e)	Terms of reference and membership
2019.005	The committee noted the terms and reference and membership of the Student Staff Liaison Committee
1(f)	Admissions, induction and enrolment
2019.006	The committee discussed the processes of admissions, enrolment and induction and noted the following: Good overall. School welcome activities were well received. Central enrolment (Queens building) – Staff member outside the octagon managing queue was unfriendly & shouting too loudly. Very inappropriate / unwelcoming.
Part 2 – Programme Delivery and other matters	
2(a)	Equality, Diversity and Inclusion
2019.007	SED EDI events will be in continuous discussion/ development. MA students noted the lack of diversity in teaching staff/ lecturers especially at PGT level. EDI committee reported as follows: -Discussions on racist texts/ encounters of racist language in the classroom. How to ensure the classroom is a safe & comfortable space/ best practise for staff. -'Decolonisation at QMUL' as an institution. Talk of a possible event. -Gender neutral toilets. Ongoing discussion regards ArtsOne toilets.
2(b)	Programme/module developments and amendments
2019.008	The committee reviewed proposed programme / module developments and amendments. The following feedback was received from student representatives: NONE
2(c)	Learning and teaching matters
2019.009	Representatives reported on learning and teaching matters and the following points were noted: Undergraduate Students raised the lack of a suitable rehearsal room booking system again. They also noted the only time that seemed available to them was after 10pm at night. Students also said that both the Pinter Studio and FADS were very cold. DRA307 Feeling It – module has seminar groups taught by two different staff members however the weekly lessons did not follow the same/ similar content. Students raised concerns over this especially assessment parity. ACTION: MOB Postgraduate students – DRA7004 Performance Lab, QMplus module area had separate information sections on the same page for both MA live Arts and MA Theatre and Performance which students found confusing.

2(d)	Assessment and feedback
2019.010	<p>Representatives reported on assessment and feedback processes and the following points were noted:</p> <p>Students raised concerns about the upcoming strike action by staff. Reassurance was given that their grades would not be affected.</p>
2(e)	Academic support
2019.011	<p>Representatives reported on academic support matters and the following points were noted:</p> <p>Most Year 1 UG students had met their Advisor in Welcome Week and were aware of staff Drop In hour/s. Students were also reminded of Peer Assisted Study Scheme (PASS).</p>
2(f)	Organisation and communication
2019.012	<p>Representatives reported on organisation and communication matters and the following points were noted:</p> <p>Students mentioned feeling a bit overwhelmed by the number of emails they received from SED and sometimes missed important messages. Students suggested getting a 'Digest' message of all events/ tickets/ talks rather than multiple emails.</p>
2(g)	Learning resources
	<ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT
2019.013	<p>Representatives reported on learning resources matters and the following points were noted:</p> <p>QMPLUS - Student landing pages/ Handbooks/ Your Voice - were students aware of these resources/ information? Was this the best format? It was noted that a focus group was being discussed to ask for students input and advice.</p> <p>MA Live students mentioned a lack of 'live art' resources within the QM library. ACTION: KT</p>
2(h)	Consideration of External Examiner reports
2019.014	<p>The committee received External Examiner reports and noted the following:</p> <p>Both UG & MA EE reports were circulated & discussed - very positive comments overall.</p>
2(i)	Student feedback (NSS/PTES/ /Module evaluations)
2019.015	<p>The committee discussed responses to NSS/PTES/ Module Evaluations and noted the following:</p> <p>NSS 'Teaching Quality' high. Positive increase. School is working hard to improve community building & belonging.</p> <p>Module review feedback document circulated & discussed.</p> <p>PTES – response rate too low.</p>

	In 2019-20 SED will pilot End of Module Questionnaires being completed online rather than in hard copy. Hopefully online completion makes data collation easier & reduces human error.
Part 3 – Any Other Business	
2019.016	<p>The following items were raised under Any Other Business:</p> <p>Year 1 UG student who live in Halls raised the issue of security on Mile End campus. Some had seen/ experienced antisocial behaviour to the point the police were called to campus. This was very disappointing and unsatisfactory.</p> <p>SED now had a Student Support Officer (Suzi Lewis).</p> <p>Lee Woodford of central QMUL Timetabling department attended SSLC to discuss the new, centralised timetabling process and ask students their thoughts/ opinions.</p> <p>Students said they'd not had time to canvas peers/ ask for feedback. Lee W to attend SSLC (3)</p> <p>ACTION: All Reps/ SL</p>
Part 4 – Date of the next meeting	
2019.017	The committee noted that the next meeting would take place on Wednesday 26 February 2020 at 14.30

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2019.004	(ii) Programme of EDI events within the School - ongoing project (iii) Drama rehearsal space booking system for students	Zara Dinnen Caoimhe McAvinchey / Julian Deering	Ongoing		
2019.009	DRA307 – parity of learning / assessment	Martin O'Brien			
2019.013	Live Art Library resources. KT to canvas peers to see what's missing and create a list for purchasing	Kalina Todorova			
2019:016	Centralised timetabling process - students to canvas peers. Lee Woodford to attend SSLC (3)	All Reps Suzi Lewis			