

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

Confirmed minutes

Staff members present:

Rachael Gilmour	Head of English, SSLC Chair
Suzanne Hobson	Director of Teaching and Learning for English
Matthew Mauger	Final Year Tutor and Director of Student Support - English
Zara Dinnen	SED Equality and Diversity Chair
Ezster Gillay	SED Teaching & Student Support Manager
Suzi Lewis	SED Student Support Officer, SSLC Secretary

Student members present:

Liene Osina	Year 1 – BA English
Joshua Fraser	Year 2 – BA English
Stephen Harvie	Year 1 - MA PT English Literature: Victorian Literature

Apologies for absence:

Ralph Manser	Year 1 – BA English
Maria Shiiba	Year 2 – BA English
Maisha Rahman	Year 2 – BA JH English & History
Maria Messias Mendes	Year 3 – BA English & Creative Writing

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 21 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: 2018.031 – Printing allowance. Within SED Module Packs are free of charge. At this time there isn't a budget for student printing allowance. 2018.043 - (i) International Student Rep? Student that came forward studies Drama.

	<p>(ii) Programme of EDI events within the School? Zara Dinnen - ongoing project. ACTION: ZD</p> <p>2018.045 – Confirmation regards modules for 2019/20. Email sent to all SED students. Completed.</p> <p>2018.046 – Timing of MA final essay prep. Discussed with staff. Brought forward to allow more class time discussion. Completed.</p> <p>2018.047 - Exam term drop in hours. Email sent to all SED students. Completed.</p> <p>2018.050 – PTES completion. Email sent to all SED ma students. Completed.</p> <p>2018.053 – New English Society committee needed. Email sent to all English students. Completed.</p>
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	<p>The committee discussed the processes of admissions, enrolment and induction and noted the following:</p> <p>Good overall.</p> <p>School welcome activities were well received.</p> <p>Central enrolment (Queens building) – Staff member outside the octagon managing queue was unfriendly & shouting too loudly. Very inappropriate / unwelcoming.</p>
Part 2 – Programme Delivery and other matters	
2(a)	Equality, Diversity and Inclusion
2019.007	<p>SED EDI events will be in continuous discussion/ development.</p> <p>EDI committee:</p> <p>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.</p> <p>'Decolonisation at QMUL' as an institution. Talk of a possible event.</p> <p>Gender neutral toilets. Ongoing discussion regards ArtsOne toilets.</p>
2(b)	Programme/module developments and amendments
2019.008	<p>The committee reviewed proposed programme / module developments and amendments. The following feedback was received from student representatives:</p> <p>As previously discussed revised English Programme to be rolled out in 2020 – 21.</p>
2(c)	Learning and teaching matters
2019.009	<p>Representatives reported on learning and teaching 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?</p> <p>ACTION: MM & JF</p>

2(d)	Assessment and feedback
2019.010	<p>Representatives reported on assessment and feedback processes and the following points were noted:</p> <p>Further clarification on word count needed. ACTION: SH</p>
2(e)	Academic support
2019.011	<p>Representatives reported on academic support matters and the following points were noted:</p> <p>Students who studied modules in other Schools/ faculties noted in comparison, SED had very sophisticated & professional administration & support processes.</p> <p>Advisor Project – SED were introducing ‘Group advisee meetings’ in year 1 to encourage networking and peer support. Feedback so far was encouraging. Also returning students were encouraged to meet with their Advisor to have a ‘Review meeting’ to track progress from previous year. No feedback as yet.</p>
2(f)	Organisation and communication
2019.012	<p>Representatives reported on organisation and communication matters and the following points were noted:</p> <p>None.</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>None</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: BE English/ BA English & Drama/ MA English</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>In 2019-12 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.</p>

Part 3 – Any Other Business	
2019.016	<p>The following items were raised under Any Other Business:</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> <p>SED now had a Student Support Officer (Suzi Lewis).</p>
Part 4 – Date of the next meeting	
2019.017	<p>The committee noted that the next meeting would take place on Wednesday 19 February 2020 at 14.30</p>

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	Zara Dinnen	Ongoing		
2019.009	QMplus - Student landing pages/ Handbooks/ Your Voice. Student focus group?	Matthew Mauger Joshua Fraser			
2019.010	Word count clarification - message everyone	Suzanne Hobson			
2019.016	Centralised timetabling process - students to canvas peers. Lee Woodford to attend SSLC (3)	All Reps Suzi Lewis			