



**School of Geography
Undergraduate and Postgraduate
Staff-Student Liaison Committee
Wednesday 30th October 2019
3-4:30pm Room 226
Minutes**

Staff Members present

Dr Philippa Williams (PW) (Co-Chair)	Senior Tutor
Catherine Mills (CM) (Secretary)	Student Experience and Admissions Administrator
Dr Tim Brown (DH)	Director of Education
Dr Stuart Grieve (SG)	Engagement Retention and Success
Dr Kerry Holden (KH)	Programme Leader
Richard Evans (RE)	HSS Library Liaison Officer
Sion Kennaway (SK)	Lab Technician

Student Members Present

Deanna Emeny (Co-Chair)	3rd Year Environmental Science
Aminah Ossman (AYO)	1 st Year Geography with Business Management
Albert Newton (AN)	1 st Year Human Geography/ BA Geography
Sara Shafique (SS)	1 st year Environmental Science
Dominik Nagel (DN)	2 nd Year Geography with Business Management
Mimo Moyo (MM)	PGT Human Geography
Sophia Fassbender (SF)	PGT Geography joint Honours

Part 1: Preliminary items

1. Welcome

PW welcomed all new members and welcomed back returning members. PW emphasised that meetings are relatively relaxed and informal and wants everyone to feel comfortable to voice their perspectives as well as those of fellow students whom they are representing. PW outlined the importance of being respectful throughout the SSLC. PW introduced DE, our student co-chair for this Semester.

2. Apologies for absence

The below apologies for absence were given before the meeting:

Joseph Brown (JB), Tilly Walker Wood (TWW), Alexandra Bool (AB), Charlotte Wrigley (CW), Alastair Owens (AO), Rianno Thomas (RT), Isabel Smith (IS), Emily Lines (EL)

3. Approval of the minutes of the previous meeting

The committee approved the minutes from the previous meeting in April 2019.

4. Report on matters arising and actions taken

Minute	Action	Responsibility	Completed
2019:029	PW to update next SSLC about initiative to include inbox management and email etiquette in UG/PG learning. Carried over from last SSLC (2019:020)	PW	This is ongoing and PW is still looking into it. ACTION: Needs to be carried over
2019:030	DH/PW to continue to examine attendance concerns and coursework deadlines in consultation with TLC Carried over from last SSLC (2019:021)	DH/PW	TB stated this has been addressed as there are now fewer submissions dates.
2019:031	RE to report renewals process and fines/returning process especially over holiday periods in light of new flexible borrowing policy Carried over from last SSLC (2019:026) as RE not made aware of parameters yet but will keep the committee updated.	RE	Introduction of library flexible borrowing programme. Still working on this and more information will follow. ACTION: This is ongoing, needs to be carried over.
2019:032	CM to include how to 'Title' assignments in newsletter and to be highlighted to students more clearly next academic year Carried over from last SSLC (2019: 027) and CM to include in Newsletter in SEM A 2019/20.	CM	To be discussed at next SSLC in conjunction with CourseReps. This is highlighted on the module pages.
2019:033	DH to take the recommendation from the SSLC that feedback on IGS/PES would be given after examinations to TLC.	DH	ACTION: TB to speak to Simon Lewis about this. It was agreed at previous SSLC this deadline would be after examinations.

2019:034	PW to create a draft document for proposed EC extensions and disseminate to students.	PW	See below.
2019:035	RE to find out where the money comes from when students request books.	RE	See below.
2019:036	DH to take issue of paper registers to TLC	DH	Attendance monitoring has changed to barcode scanners for UG students.
2019:037	KH speak with KY, CE, EL about the structure of the New York fieldtrip module, GEG6141.	KH	See below.
2019:038	Discuss managing larger classes, group work and also attendance contributing to degree at Away Day.	All staff	This was discussed and TB discussed changes below

2019:034

PW explained the SoG EC process, and outlined that the move to extensions would be an ongoing discussion. However, this year we will be deducting penalty marks for late submissions where ECs have not been approved at the end of the year, more information to come (see below).

2019:035

Students can request new books for the library via the self-service tab on the QMUL library website. This comes out of the SoG's book budget.

TB reported that the School of History communicate with students before Reading week asking for feedback on the availability of resources across the modules. TB asked whether the SoG should adopt a similar practice, but queried how this would work in the absence of an academic lead for library resources.

- **ACTION: CReps to speak to module reps about provision of module resources, and seek requests for additional resources where required.**

DE requested for key readings to be available online/enough should be available in the library. TB commented that not all books are available online, and where this is the case it is possible to digitize a chapter within a book.

2019:037

KH said this year there is teaching across two semesters. All lectures have been given now and the latter part of the semester B teaching will resume. KH said there is a large gap between these sessions but it is the responsibility of students to catch up.

5. Programme/module developments and amendments

- TB outlined to new members that the Teaching and Learning Committee (TLC) comprises academic and professional services staff who work together to implement and evaluate

changes to the UG and PG curriculum and assessment patterns, with the aim to enhance the student experience.

- TB reported that over the summer SoG staff have been reviewing assessment patterns and practices. This review was partly in response to SSLC feedback about over assessment. The wider vision is to look at a programme level assessment.
- TB informed the committee that in June/July staff undertook a fairly radical and systematic review. Out of 54 modules, 43 had module amendments. In most cases moved to a single piece of assessment. Some are exceptions e.g. GEG4004 and GEG4002 due to the type of modules they are.

5.1 Update to feedback sheets and coursework submission sheets

- TB reported that in TLC and the staff assessment review (above) staff paid particular attention to feedback and evaluation. In addition TB emphasised that Race and inclusivity across the curriculum was important and asked Miles Ogborn (MO) to convene a working group to think critically about race and inclusivity in the SoG curriculum. This began recently and is an ongoing process.
- TB explained that module evaluation allows students to reflect on and offer feedback on their modules and in turn, for staff to take on board feedback and any issues arising in future teaching.
 - TB highlighted there is a concern surrounding lack of engagement with these evaluations. The module evaluation scores are good, however participation is quite low.
 - TB said we are going to move to a digital evaluation process. This will be done via QMplus, it is still anonymous with the same questions and will be open for 2-3 weeks.
 - DE said it would be good to set aside time in the lecture to complete these and ensure this is pinned in QMplus/ have this in the Coursework dropbox.
 - **ACTION Creps to ask cohort whether digitizing module evaluations is a good idea or not**
 - **ACTION: TB to speak with SA about ensuring this is placed in the Coursework dropbox which is easily accessible.**
- KH asked about module evaluation and how this can be done in a different way perhaps to include more qualitative methods. KH highlighted they had done this for GEG5141/6141.
- DE highlighted that mentimeter feedback was a good way of presenting this feedback.
- TB reported that TLC brought in HoS for History to discuss how they give feedback in order to reflect on SoG feedback.
- TB reported that there is a new feedback sheet lay out and that all students will see the guidance given to staff for transparency. There will be 3 sentences stating what the student has done well, 1 sentence on what the student did less well and finally a statement on how to feedforward.
- TB also emphasised that penalties are added at the end of the year.
 - **ACTION: CREps to discuss new feedback sheets with peers and report back to SSLC on how these have been received.**
 - DE said this seemed like a great idea. DN asked how will students receive the feedback. TB said working towards having an online feedback process for next year. For this year will still be a mix.

- **ACTION for TB to explore how to facilitate individualised feedback.**
- TB explained the coursework submission sheet where students are able to write a comment about what they want feedback on. TB asked CReps whether they wanted this. CReps approved this change.

5.2 Learning, teaching and assessment matters

- See above

5.3 Academic support

- To be discussed next SSLC.

6. Organisation and communication

6.1 CourseRep and ModuleRep communication.

- SF reported that Masters students do not have module reps. TB said this is because PGT is a smaller cohort and it is being trialled at UG level this year potentially being rolled out next year at PGT.
- There was discussion about a social for CReps, ModReps and staff to improve communication and for people to get to know each other. DE suggested the games room at Barts.
 - **ACTION: DE looking into organising this in communication with PW and TB**
- Ways for CourseReps to make themselves visible was discussed. DE said standing up at the end of lectures often works and trying to communicate to the students on your programme.
 - **ACTION: CReps to send CM profiles of themselves which could be displayed around Geography, on QMplus and sent to cohorts.**
- There was discussion about a mailing list for Masters programmes for CourseReps to communicate to the rest of their cohort. It was also discussed having a forum on QMplus to discuss any concerns to CReps etc.
 - **ACTION: CM to speak with Shazia Sadiq (SS) about the prospect of a mailing list or forum.**
- MM stated there is a module at Barts saying there is a lack of cohesion between the people that run the module about what needs to be put into the assessment. How to submit is different in each School stating in SMD there is capping of grades based on going over/under wordcount. The module in question is called 'Health Inequalities and Social determinants of health'. TB suggested MM speaks with Stephen Taylor about this issue to find out what SMD's equivalent forum is to raise this issue there.

6.2 Communication channels between the office and students

- To be addressed at the next SSLC

6.3 Feedback on welcome week

- To be addressed at the next SSLC and some comments are below.

7. Learning resources

7.1 Library facilities/ materials

- RE introduced the library and thanked the School of Geography for inviting the Library to SSLC for this academic year.
- KH asked if the library does not have an article that she wished to use for her own use could she request it and it be sent to her. The answer was yes.
- SF said the facilities are rather dirty during the day. Emphasising the PGT reading room and bathroom facilities on the 22nd floor.
- TB asked if academics use this and students like Talis Aspire. DN said it is nice and easy to use.
- CM stated Sam Atkinson is the library liaison person within the School of Geography.
- RE said over the summer now have access to SAGE research methods, 6 new collections we added to JStore.
- RE stated there were infrastructure works over summer and that these have now been completed.
- Re stated hoping to have a new library catalogue but this has been postponed mid-way through this year and will keep us updated.
 - **ACTION: RE to keep us updated on the new library catalogue.**

7.2 QMplus

- Problems seem to be resolved, this is happening outside of the University and not QM.

8. Consideration of External Examiner reports

- To be addressed at the next SSLC

9. Student feedback on surveys

- To be addressed at the next SSLC

10. Student Experience Action Plan (SEAP)

- To be addressed at the next SSLC

11. Engagement, Retention and Success

- To be addressed at the next SSLC

12. Feedback on Barcode Scanners

- To be addressed at the next SSLC

13. Welcome Back Week

- There was discussion surrounding welcome week for both PGT and UG.
 - PGT: SF and MM feedback that they wanted more social aspects to the week, something a little less formal.
 - **ACTION: CM to feedback to SS**
 - UG: AYO stated that Green London really helped UG students get to know their tutorial groups.
 - AN stated that a cross year social would be a really good way to build a sense of community and integrate all years. All CourseReps agreed. TB emphasised this social could be used as a way to bridge gap around anxiety and loneliness and mental ill health.

- **ACTION: PW and DE to liaise with Rebecca Dixon from QMGs and follow up idea of cross year social for all years within Geography as part of Welcome Back Week.**
- CM stated there is communication with Advice and Counselling about a Money pop-up stall in the reception of Geography (Week 8, timing TBC).

14. Date of next meeting

- **Wednesday 27th November 2019 in Room 226 3-4:30pm**
- **UPDATE: This has been cancelled and will be rearranged for January 2020.**

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility
2019:039	PW to update next SSLC about initiative to include inbox management and email etiquette in UG/PG learning. Carried over from SSLC (2019:020) and (2019:29)	PW
2019:040	RE to give an update on the introduction of the library flexible borrowing programme.	RE
2019:041	TB to speak to SL about when students will receive IGS/PES feedback. Previous SSLC recommended after examinations.	TB
2019:042	CREps to speak to module reps about provision of module resources, and seek requests for additional resources where required.	CREps
2019:043	CREps to ask cohort whether digitizing module evaluations is a good idea or not	CREps
2019:044	TB to speak with SA about ensuring the digital evaluation is placed in the Coursework dropbox, which is easily accessible.	TB
2019:045	CREps to discuss new feedback sheets with peers and report back to SSLC on how these have been received.	CREps
2019:046	TB to explore how to facilitate individualised feedback	TB
2019:047	DE to look into organising a CRep/ ModRep/ Staff social	DE/PW/TB
2019:048	CREps to send CM profiles of themselves which could be displayed around Geography, on QMplus and sent to cohorts.	CREps
2019:049	CM to speak with Shazia Sadiq (SS) about the prospect of a mailing list or forum for PGT CREps	CM
2019:050	RE to keep us updated on the new library catalog.	RE
2019:051	CM to inform SS about the PGT Welcome week feedback	CM

2019:052	PW and DE to liaise with Rebecca Dixon from QMGS and follow up idea of cross year social for all years within Geography as part of Welcome Back Week.	DE/PW
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