

**School of History**  
**Undergraduate Student Staff Liaison Committee**  
**03/10/2019**

**Minutes**

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**Staff Members Present:**

Anna Chrysostomides (AC) - Chair  
Sam Bennett (SB) - Secretary  
Rich Evans (RE) - HSS Library

**Student Members Present**

Avin Houro (AH) – 2<sup>nd</sup> Year History Course Reps  
Zhara Adal (ZA) - 2<sup>nd</sup> Year History Course Rep  
Jayden Horrell (JH) – 2<sup>nd</sup> Year History Course Rep

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**PART 1 – Preliminary items**

**1. Apologies for absence**

Savannah Blake – 3<sup>rd</sup> Year History Course Reps  
Maria

Absences noted for the following

Daniel Alikseev – 2<sup>nd</sup> Year History and Politics Year Abroad Course Rep  
Zak Agnew – 3<sup>rd</sup> Year History Course Rep  
Megan Hopkins – 3<sup>rd</sup> Year History and Politics Course Rep

**2. Welcome to new members of the SSLC and guidance on how to be an effective course rep.**

Everyone introduced themselves, but with no new course reps, guidance will be issued at the next meeting.

**3. Report on matters arising from the previous meeting and action taken**

RE noted that library works have completed, with only finishing touches to take place.

RE noted that staff and student borrowing allowance has now increased to 40 books, as flexible borrowing has not yet been implemented.

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## **PART 2 – Programme delivery and other matters**

### **4. Programme / module developments and amendments**

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### **5. Learning, teaching and assessment**

AH noted that some of the classes in the ArtsTwo rooms are not using QReview, causing an individual with social anxiety to miss class and not be able to catch up.

**Action for AC: Anna to speak to Matthew Latham about ensuring rooms are equipped/recording lectures.**

### **6. Academic support: Academic Advisors and Office Hours**

Nothing noted.

### **7. Organisation and Communication**

AC noted that student reps on School of History committees will be arranged at the next meeting.

AH was positive about the agreement of the school to use trigger warnings in classes, noted this had been used on one occasion. But had not on another occasion.

AH noted a positive change in one of her modules, borne from the EDI process undertaken last year by the School, to increase the diversity of reading lists and the curriculum.

Praise for the School of History awards ceremony.

JH noted that not all lecture slides are published, which causes problems for some students. Noted that some modules have the slides published in advance, which can be very useful. Discussion regarding how this might affect attendance vs how it might benefit engaged students.

### **8. Learning resources:**

#### **8.1 Library facilities / resources (books, journals etc.)**

RE responded to a question from the previous meeting regarding the Leo Baeck Collection. Noted that all could use the collection, but that all items are reference only by advanced arrangement. Arrangement can be made at [archives@qmul.ac.uk](mailto:archives@qmul.ac.uk). But RE noted that the archives team is currently vacant, so access might be limited for the time being. Noted that the hiring of new staff is underway, but that this will take a little time. RE to raise with the resources team.

RE also noted that new online resources are available via the archive, including the Telegraph, the Times Literary Supplement, British Officer's Diaries, etc. In addition to 6 new collections available on JSTOR. AH asked if this could be circulated, RE to send on to AC, for circulation.

RE also noted that the 'more books' form is still in operation if students require a greater quantity of a specific book be ordered into the library.

### 7.2 QMplus/QReview

Nothing noted.

### 7.3 Information Technology

Nothing noted.

## 9. Any other business:

### Welcome Week

Noted that some students did not participate in large amounts of the welcome week programme.

AH noted that it might be useful for second year adviser meetings to take place in the first two weeks, before the deadline for module changes. Echoed by JH and ZA. Particularly JH who noted the change in adviser from last year may cause issues.

Idea of combined second/third year meeting during welcome week, perhaps including new first year students. Perhaps this could include a trip together.

Note that some did not receive emails, due to being missed off lists. SB to explore the possibility of shifting lists to match those taking late summer resits next year.

**Action for SB: To request lists of those completing late summer resits, to ensure they receive the correct emails next welcome week.**

Notes regarding the second year welcome back talk: maybe some more specific tips on how to cope with the step up from first year to second year could be included in the talk. As well as some more specific advice for those second years taking third year modules. Noted that students may feel overwhelmed, left behind or unable to make the 'step up'.

Whilst the 'step up' is acknowledged, specific advice is not given on how to cope with this.

Mixed response to the handout of the attributes of a historian sheet at the welcome back talk.

*Action for AC: To explore how reasonable it is to allow second year students to take two final year courses in their first semester of second year.*

**10. Date of the next meeting.**

21/11/19, 12:00 – 13:00.