

**School of Engineering and Materials Sciences
Undergraduate and Postgraduate Student Staff Liaison Committee**

25 March 2020

Via Collaborate

Minutes

Staff Members Present:

Name	Role
Folashade Akinmolayan	SSCL Chair
Angela Jones	Secretary
Daniella Peluso-White	Taught Programmes Manager
Tomas Lukas	Senior TA
Eldad Avital	3 rd year coordinator
Yousef Zawahreh	School TEF lead
James Soderman	Faculty Liaison Librarian, Science and Engineering

Student Representative present:

Name	Programme and Level
Anisa Ahmad	Aerospace Engineering Year 1
Mughees Asif	Aerospace Engineering Year 2
Devika Vasistha	Aerospace Engineering Year 3
Karan Mehta	Aerospace Engineering Year 3/4
Leo Huang	Biomedical Engineering Year 1
Michael Lilay	Biomedical Engineering Year 2
Balkeen Alwabry	Biomedical Engineering Year 3
Weronika Lipien	Chemical Engineering Year 3
Ideen Sanei	Design, Innovation and Creative Engineering Year 2
Nicole Wan	Design, Innovation and Creative Engineering Year 3
Carol Raphael	Materials Science and Engineering Year 1
Aqsah Awan	Materials Science and Engineering Year 2
Corina Deacu	Materials Science and Engineering Year 3
Hamza Butt	Mechanical Engineering Year 1
Abdullah Taibi	Mechanical Engineering Year 2
Mohamamd Qamhieh	Robotics Year 2
Kenneth Ezeiruoma	Robotics Year 3
Ahmed Mahbub	Postgraduate Student

Apologies for absence:

Name	Role or programme and level
Adrian Briggs	Director of Education
Mark Small	Timetabling manager
Jannet Mansur	Chemical Engineering Year 2 (feedback below)
Amirthan Mahindan	Materials Science Year 3 Rep (feedback below)

Part 1 – Preliminary Items	
1a	Welcome, Introductions & Apologies for Absence
	<p>The meeting commenced with introductions by chair Folashade Akinmolayan.</p> <p>Apologies were noted.</p>
1b	Report on matters arising and actions taken
	<p>The minutes of the meeting on 26 February were confirmed as a correct record. There were no matters arising.</p> <p>Actions confirmed included:</p> <ul style="list-style-type: none"> • Teaching associates were advised on student preferences for feedback • Issues with the finance form were resolved and students were given permission to use the PrintShop with their project budget. • MAT4001 – the Module organiser has feedback on the marking of exam papers following the formula error. • BIO125 – confirmation that, due to the delays in enrolment, students would not need to complete Coursework 1. • DEN307 – mark scheme had been added. • Feedback on January exams was being considered. It has been confirmed that the timing of exams and the access to the library and other learning spaces will change next year following feedback. • Issues with QReview were reported and have been marked as resolved with the exception of the issues raised on seeing the whiteboard. IT advise the purpose is not to see the whiteboard as the focus is on the projector. However, where this has been identified, they have angled the camera slightly. • Details of the fieldtrip had been clarified. • Issues identified were raised with Estates. Before the start of remote teaching, they identified most had been resolved noting that there were some unexpected difficulties with the water fountain in the Engineering Building and this was still waiting for resolution.
Part 2 –Student Reports- Reports from student course representatives	

2(a)	1 st Year
	<p data-bbox="438 271 762 304">Aerospace Engineering</p> <p data-bbox="438 344 564 371">DEN4123</p> <ul style="list-style-type: none"> <li data-bbox="488 378 1406 439">- It was requested that the MatLab sessions and PSC slots be added to the timetable. <li data-bbox="488 445 1230 506">- Clashes were reported <ul style="list-style-type: none"> <li data-bbox="584 477 1230 506">o Action 1.1 TL – Resolved DEN107 rescheduled <li data-bbox="488 544 1078 571">- QMPlus forums are useful to resolve issues <li data-bbox="488 577 1406 797">- A few students have said that they don't have access to wifi in their homes and so can't watch the lectures. <ul style="list-style-type: none"> <li data-bbox="584 638 1406 734">o Response – if this is a financial issue, students can apply to the Financial Assistance Fund to support additional broadband or data. <li data-bbox="584 741 1406 797">o Action 1.2 AJ - advise School Senior Management Team of the issues
	<p data-bbox="438 822 767 855">Biomedical Engineering</p> <ul style="list-style-type: none"> <li data-bbox="488 902 1430 963">- Feedback largely positive as students recognise the work to move to online delivery. <li data-bbox="488 969 1430 1066">- Some sessions disruptive as lots of students asking questions rather than waiting until the end. <ul style="list-style-type: none"> <li data-bbox="584 1037 1257 1066">o Action 1.3 – AB to advise tutors of best practice. <li data-bbox="488 1072 1406 1234">- The timetable doesn't reflect the timing of sessions which makes it difficult to attend everything. <ul style="list-style-type: none"> <li data-bbox="584 1133 1342 1162">o Action 1.4 – AJ to review if timetables can be updated. <li data-bbox="584 1169 1374 1234">o Action 1.5 – AB to request tutors make sessions clear on QMPlus pages. <li data-bbox="488 1240 1430 1435">- Concern over alternative assessment that replaces the final exam. <ul style="list-style-type: none"> <li data-bbox="584 1270 1430 1397">o Response – This issue is currently being considered on a module level to ensure that it is possible to assess the learning outcomes. Students would be informed by 3 April at the latest. <li data-bbox="584 1404 1406 1435">o Action 1.6 – AB to ensure student communication by 3 April.
	<p data-bbox="438 1487 743 1520">Chemical Engineering</p> <p data-bbox="438 1561 608 1588">No feedback</p>
	<p data-bbox="438 1610 504 1637">DICE</p> <p data-bbox="438 1680 608 1706">No feedback</p>
	<p data-bbox="438 1733 687 1767">Materials Science</p> <ul style="list-style-type: none"> <li data-bbox="488 1814 1390 1951">- Assessment queries including access to IT, timing during the day, scheduling in May, exam adjustments for disabled students. Students anxious and awaiting further information <ul style="list-style-type: none"> <li data-bbox="584 1921 935 1951">o Response – see above

	<p>Mechanical Engineering</p> <ul style="list-style-type: none"> - Overall the transition was smooth. However, access is dependent on the conditions of the presenter and each individual student such as internet connection strength, audio/video quality and screen size. - Assessment uncertainty – communication requested (see above) - Anxiety with pandemic <ul style="list-style-type: none"> o Response – Student services are still offering support to students. Big White Wall offers online forums and courses including those on anxiety. Students can be encouraged to contact SEMSstudents@qmul.ac.uk for further information. - Label Collaborate sessions with module code and if it's a PSC or lecture, as "Week 10 - Collaborate" is not useful. <ul style="list-style-type: none"> o Action 1.7 - AB to advise lecturers of request. Resolved - Lecture notes are more helpful when uploaded early and are up to date. <ul style="list-style-type: none"> o Action 1.8 – AB to advise lecturers of this feedback. Resolved - Concern regarding learning techniques for remote learning, return to study and for the exams <ul style="list-style-type: none"> o Action 1.9 – AJ to request information on resources from Learning Development Awaited <p>DEN4107</p> <ul style="list-style-type: none"> - Students struggled to follow the first 7 weeks of classes - Tutorials were oversubscribed and, therefore unable to provide sufficient help. <p>DEN 107</p> <ul style="list-style-type: none"> - PSCs were well structured - Classes with 4123 <ul style="list-style-type: none"> o Action 1.10 – TL reschedule – Resolved <p>DEN4102</p> <ul style="list-style-type: none"> - Assessment in class test are not awarded method marks <ul style="list-style-type: none"> o Action 1.11 – AJ to liaise with MO.
	<p>Robotics</p> <p>No feedback</p>
2 (b)	2nd Year
	<p>Aerospace Engineering</p> <ul style="list-style-type: none"> - Alternative assessment in place of examinations (see above) - Disruption of remote study for some students including access to quiet space or a laptop. <p>DEN233</p> <ul style="list-style-type: none"> - Request for solutions to be released so students could work through these. <ul style="list-style-type: none"> o Action 2.1 – AJ to request of Module Organiser (MO)
	<p>Biomedical Engineering</p>

	<ul style="list-style-type: none"> - Grateful for what the university is doing thus-far. - Will the University promote volunteering to students and staff following the NHS call for volunteers? <ul style="list-style-type: none"> o Response – Principal has outlined volunteering opportunities. The School was in discussion with the NHS to run tests and testing kits. Students would not be disadvantaged by volunteering as long as they continued to engage with their studies, the online sessions and their assessment.
	<p>Chemical Engineering</p> <ul style="list-style-type: none"> - Students with caring responsibilities struggling to keep up with their studies. - Anxiety relating to alternative assessment in place of exams (see above). - Engagement with Webinars is low. - Some lecturers use the mouse to write information which is not clear. - Suggestions of postponing studies until the beginning of September. <ul style="list-style-type: none"> o Response – Many students have expressed a wish to continue with their studies and to not miss out on a year of study due to the pandemic. Interruption is an option for students who don't want to or can't study remotely.
	<p>DICE</p> <p>MAT5030</p> <ul style="list-style-type: none"> - Lack of clarity on how in classes quizzes are assessed. - Two new tests introduced on QMPlus this week. - Coursework 2 has no brief or deadline. - Students were advised it was likely to be due next week but this had not been confirmed, this was felt to be unrealistic. <ul style="list-style-type: none"> o Action 2. 2 AJ to find more information from MO
	<p>Materials Science</p> <ul style="list-style-type: none"> - The support from QMUL was commended and students had expressed their thanks for providing advice and information. - Anxiety on alternative assessment to face to face exams (see above). <p>MAT321</p> <ul style="list-style-type: none"> - No QReview during the first part of the Semester. - No recordings for the Collaborative sessions. <ul style="list-style-type: none"> o Action 2.3 – AJ to request MO on recording. Post meeting note: Recordings are now shown on QMPlus. <p>MAT115</p> <ul style="list-style-type: none"> - Advised there would be an exam for this module. <ul style="list-style-type: none"> o Response – there would be no face to face exams. Alternative assessment to meet the learning outcomes was being considered (see above)

	<ul style="list-style-type: none"> ○ Action 2.4 – AJ seek clarity from MO. Resolved, MO advised students there would be ‘a form of examination’ not an examination and agreed to update QMPlus to clarify there were no face to face examinations in May. <p>MAT5030</p> <ul style="list-style-type: none"> - Due date originally week 12 (2 weeks). QM website displays 29 April, however, the students were advised that this would be brought forward. <ul style="list-style-type: none"> ○ See Action 2.2
	<p>Mechanical Engineering</p> <ul style="list-style-type: none"> - Assessment (see above) - Request for subtitles for Q-Review <ul style="list-style-type: none"> ○ Response - This had previously been reviewed and it was not possible.
	<p>Robotics</p> <ul style="list-style-type: none"> - All modules are going well. - Assessment (see above) - Access to online learning (see above)
2(b)	3rd /4th Year
	<p>Aerospace Engineering</p> <p>MAT 3050</p> <ul style="list-style-type: none"> - Assessment altered on admin.sems this week with two additional tests added. - Lack of clarity on assessment including the assessment of in class quizzes. <ul style="list-style-type: none"> ○ Action – see 2.2 <p>DEN 6405</p> <ul style="list-style-type: none"> - Request for solutions to be uploaded <ul style="list-style-type: none"> ○ Action 3.1 – AJ to liaise with MO <p>DEN306</p> <ul style="list-style-type: none"> - Request for solutions to be uploaded <ul style="list-style-type: none"> ○ Action – see 3.1 <p>DEN307</p> <ul style="list-style-type: none"> - Online classes hard to hear and interference - Request for materials to be released <ul style="list-style-type: none"> ○ Action 3.2 AJ to liaise with MO Materials uploaded 29.3.20. Issues with interference attempting to be addressed. - Will marks and degree certificates still be released on time? <ul style="list-style-type: none"> ○ Response – we are anticipating that these will be released at the same time.

	<ul style="list-style-type: none"> - Access to software required for final year projects, particularly Abaqus. <ul style="list-style-type: none"> o Response – access was currently being reviewed and further information should be posted in the next week. Resolved – remote access to Abaqus.
	<p>Biomedical Engineering</p> <ul style="list-style-type: none"> - Concerns regarding assessment (see above). - Would August exams still take place <ul style="list-style-type: none"> o Response – at this time QMUL were planning on delivering exams in the resit period. This would be kept under continual review. - Difficult final year with high workload and difficulties of balancing coursework with the project <p>MAT5030</p> <ul style="list-style-type: none"> - The link between teaching in the first and second half of the semesters was not clear - In the second half of the lecture, the lecturer was felt to be going to fast for most students <ul style="list-style-type: none"> o Action – see 2.2 <p>Project</p> <ul style="list-style-type: none"> - Some students had not felt they had adequate support from their supervisors. - Some students had not received their poster marks. <ul style="list-style-type: none"> o Response – students should continue to update their project log at https://admin.sems.qmul.ac.uk/students/projectmonitor/ including the interactions with their supervisors. . The final reports will all be moderated. o Action 3.3 – EA to request release of marks for the Poster.
	<p>Chemical Engineering</p> <p>Feedback in writing</p> <p>DEN6440</p> <ul style="list-style-type: none"> - Well organised - Good the lecturer, guest lecturers and event <p>DEN426</p> <ul style="list-style-type: none"> - Well taught - Delays in enrolment impacted on the test in week 6. Those affected were grateful for additional sessions hosted by the lecturer <p>MAT601</p> <ul style="list-style-type: none"> - Confusion over enrolment for this course as there were pre-requisites that students were not aware of. - Appreciated that material and pre reading is all online. - The group suggested that more problem solving would make the module more engaging. <ul style="list-style-type: none"> o Action 3.4 AJ to liaise with MO

	<p>DEN6410</p> <ul style="list-style-type: none"> - Positives included the frequent support meetings with supervisors, bringing additional specialists, interesting topics of the projects themselves. - Issues with ASPEN software had caused a delay to working on design. - There was confusion over assessment deadlines changing and being cancelled. - Some students felt the support and availability of resources needed to complete projects is insufficient. It was understood that the organisers were working hard to rectify issues, however, access issues have been ongoing. - Some students feel that they are required to do much more work for less credit and within more limited time constraints than peers on other courses. - The deadlines for the HAZOP report do not align with those on other engineering courses. <ul style="list-style-type: none"> o Action 3.5 AB to review
	<p>DICE</p> <ul style="list-style-type: none"> - Generally modules going well considering the circumstances. - Issues with internet and bandwidth have previously been discussed. - Queries over assessment have previously been raised. - Queries re subtitles for QReview to support study.
	<p>Materials Science</p> <ul style="list-style-type: none"> - Access to software (see above) - Project completion including access to supervisors - Allocation of alternative supervisors should supervisors fall ill <ul style="list-style-type: none"> o Response, EA will continue to monitor issues
	<p>Mechanical Engineering</p> <p>No feedback</p>
	<p>Robotics</p> <ul style="list-style-type: none"> - Students enjoying informality of new teaching model. <p>Project</p> <ul style="list-style-type: none"> - Issues accessing practical work and therefore ability to finish experiments and data affected. - Access to supervisors. - Access to software (and equipment to run software). - Poster marks missing. - Students concerned about submitting a literature review or theoretical modelling and whether this will attract as much weight in their final report. <ul style="list-style-type: none"> o Response, Project Supervisors will continue to work with students including in evaluation of theoretical modelling or

	<p>literature review so these are effective in meeting the learning outcomes. EA will continue to monitor issues and will validate all marks.</p> <ul style="list-style-type: none"> o Action – see 3.3.
2 (d)	Masters
	<p>Project</p> <ul style="list-style-type: none"> - Requested timely response from supervisors - Access to software and concerns about equipment to run it. - How to access budget for software <ul style="list-style-type: none"> o Action 4.1 – AJ investigate access to budget – Resolved – budget allocated for materials which were now unlikely to be needed. Any access should be discussed with Project Supervisor who can advise on access to budget.
Part 3	Programme delivery and other matters
	<p>Learning Resources</p> <p>Library</p> <ul style="list-style-type: none"> - Due to the Government advice, the Library building is closed. However staff are available to support students and resources are available online. - If students can't access journals in full, contact library@qmul.ac.uk or library-sande@qmul.ac.uk. <p>QReview</p> <ul style="list-style-type: none"> - Lectures in the Grad Centre aren't recorded. <ul style="list-style-type: none"> o Action 5.1 – AJ to follow up with IT
	<p>Module evaluation</p> <ul style="list-style-type: none"> - Using QMPlus for a Quiz was favoured over other methods of electronic questionnaire. - Course reps requested timely information on feedback and action. <ul style="list-style-type: none"> o Action 5.2 – DPW to establish module evaluation.
	<p>School communications</p> <p>Feedback was largely positive:</p> <ul style="list-style-type: none"> - Good communication from MOs - Good use of QMPlus pages and forums - Good response from individuals (2 – 3 days) <p>Areas for improvement</p> <ul style="list-style-type: none"> - Less repetition - Shorter communication (max 2 paragraph)
	<p>Any other Business</p> <p>Programme change forms</p>

	<ul style="list-style-type: none"> - Available on the SEMS Intranet - Reviewing what action can be taken and what requires the outcomes of the Board in June. <ul style="list-style-type: none"> o Action 5.3 – DWP to communicate an update to students.
	<p>Date of next meeting</p> <p>A further meeting wasn't scheduled however, given the current circumstances, Folashade Akinmolayan proposed a further online meeting.</p> <ul style="list-style-type: none"> - Action 5.4 – AJ to arrange doodlepoll and establish meeting.

Drafted by
Angela Jones
Student Support Officer (SEMS)
30.03.20