

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

**6 May 2020**

Via Collaborate

## Minutes

**Staff Members Present:**

<b>Name</b>	<b>Role</b>
Folashade Akinmolayan	SSCL Chair
Angela Jones	Secretary
Daniella Peluso-White	Taught Programmes Manager
Adrian Briggs	Director of Education
Hasan Shaheed	2 <sup>nd</sup> year coordinator
Eldad Avital	3 <sup>rd</sup> year coordinator
Yousef Zawahreh	School TEF lead
James Soderman	Faculty Liaison Librarian, Science and Engineering

**Student Representative present:**

<b>Name</b>	<b>Programme and Level</b>
Mughees Asif	Aerospace Engineering Year 2
Karan Mehta	Aerospace Engineering Year 3/4
Leo Huang	Biomedical Engineering Year 1
Michael Lilay	Biomedical Engineering Year 2
Weronika Lipien	Chemical 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

**Apologies for absence:**

<b>Name</b>	<b>Role or programme and level</b>
Devika Vasistha	Aerospace Engineering Year 3 (represented by Karan Mehta)
Balkeen Alwabry	Biomedical Engineering Year 3
Nicole Wan	Design, Innovation and Creative Engineering Year 3
Jannet Mansur	Chemical Engineering Year 2 (feedback below)
Tomas Lukas	Senior TA

<b>Part 1 – Preliminary Items</b>	
<b>1a</b>	<b>Welcome, Introductions &amp; Apologies for Absence</b>
	<p>The meeting commenced with a welcome from the chair, Folashade Akinmolayan.</p> <p>Apologies were noted.</p>
<b>1b</b>	<b>Report on matters arising and actions taken</b>
	<p>The minutes of the meeting on 8 April were confirmed as a correct record. There were no matters arising.</p> <p>Actions confirmed included:</p> <ul style="list-style-type: none"> <li>• Details on applying to be a buddy to support next year's new students has been circulated to all students.</li> <li>• DEN6410 - Changes were made to deadlines and clarification on new assessment criteria were circulated.</li> <li>• MAT102/DEN4102 - Lecture notes reviewed and should be available.</li> <li>• MAT206 - Lecture notes reviewed and should now be visible.</li> <li>• DEN223 – some solutions were released however it has not been possible to prioritise writing up all solutions due to alternative assessment.</li> <li>• DEN5102 - Feedback being considered by the module organiser and staff teaching on the course.</li> <li>• DEN 307 - Clarification on report format was provided in lectures.</li> </ul>
<b>Part 2 –Student Reports- Reports from student course representatives</b>	
<b>2(a)</b>	<b>1<sup>st</sup> Year</b>

	<p>Aerospace Engineering</p> <ul style="list-style-type: none"> <li>• No feedback</li> </ul>
	<p>Biomedical Engineering</p> <ul style="list-style-type: none"> <li>• There were questions on the format of the assessments. Whilst information has been shared about long or short answer, further information would be helpful. <ul style="list-style-type: none"> <li>○ Response – Module Organisers (MOs) will provide further information for each module in revision lectures or mock exams. These should be delivered wc 11 May if not already delivered.</li> </ul> </li> </ul>
	<p>Chemical Engineering</p> <p>No feedback</p>
	<p>DICE</p> <p>No feedback</p>
	<p>Materials Science</p> <ul style="list-style-type: none"> <li>• Thanks were extended for providing information that was needed.</li> <li>• Students, especially international students, were keen to have updates on teaching, including the options for remote teaching in the Autumn. <ul style="list-style-type: none"> <li>○ Response – Whilst travel restrictions for people are unknown, SEMS is planning for all scenarios to start teaching next semester: <ul style="list-style-type: none"> <li>▪ business as usual, teaching on campus</li> <li>▪ remote, no teaching on campus</li> <li>▪ hybrid, some students may be on campus but some not able to be on campus.</li> </ul> </li> </ul> </li> </ul>
	<p>Mechanical Engineering</p> <ul style="list-style-type: none"> <li>• Overall, feedback has been positive.</li> <li>• As coursework deadlines had been extended, is there a change in policy on late submission? <ul style="list-style-type: none"> <li>○ Response – if this work is submitted after the deadline (including an extension as a result of extenuating circumstances), late penalties will be added for work not submitted on time. Students can submit extenuating circumstances through the CERR from on admin.sems if they wish the reasons for late submission to be considered.</li> </ul> </li> </ul>
	<p>Robotics</p>

	No feedback
<b>2 (b)</b>	<b>2<sup>nd</sup> Year</b>
	<p>Aerospace Engineering</p> <ul style="list-style-type: none"> <li>• Feedback is mostly positive and everyone is thankful for the SEMS alternative assessments.</li> </ul>
	<p>Biomedical Engineering</p> <ul style="list-style-type: none"> <li>• Most feedback is positive, students are happy with the alternative assessment.</li> <li>• Mock exams were felt to be useful and were requested for each module <ul style="list-style-type: none"> <li>○ Response – Module Organisers (MOs) will provide support for the exams, this may be revision lectures in place of mock exams. The MO will chose the method they believe will be the most helpful.</li> </ul> </li> </ul>
	<p>Chemical Engineering</p> <p>Written Feedback</p> <p>DEN5402</p> <ul style="list-style-type: none"> <li>• There was a lack of clarity regarding the assessment criteria with the cancellation of PBL <ul style="list-style-type: none"> <li>○ Response – the module organiser confirmed that marks would be averaged over work that had been undertaken and that this would be communicated to the module.</li> </ul> </li> <li>• Past papers along with solutions for each module and mock exams were requested. <ul style="list-style-type: none"> <li>○ Response – past papers should be available on QMPlus by searching SEMS exam – this will bring up options for each year. There is no requirement to publish solutions, some module organisers choose to offer revision sessions or other revision materials in their place.</li> <li>○ Action 1.1 - AJ liaise with Learning Technology to ensure that this is visible for all.</li> </ul> </li> </ul>
	<p>DICE</p> <p>No feedback</p>
	<p>Materials Science</p> <ul style="list-style-type: none"> <li>• Clarification of the length of alternative assessment was sought. <ul style="list-style-type: none"> <li>○ Response – the assessment has been designed to be completed within the shorter period given eg 2 or 3 hours. However, noting that students are studying in different time</li> </ul> </li> </ul>

	<p>zones, some have issues wifi or finding a quiet study area, students have a 48 hour window to complete the 2 – 3 hour assessment.</p> <ul style="list-style-type: none"> <li>• There was some anxiety regarding international travel and the start of the next Semester in September <ul style="list-style-type: none"> <li>◦ Response – if international travel not possible we will be supplying online teaching (see above).</li> </ul> </li> <li>• What will the implications be for lab sessions? <ul style="list-style-type: none"> <li>◦ Response – it is recognised that our courses have a strong practical element. Planning for next semester includes switching modules between semesters and looking at alternatives to in person sessions including videoing labs and sending data for analysis.</li> </ul> </li> </ul> <p>MAT5030</p> <ul style="list-style-type: none"> <li>• There were no details for this assessment on the list <ul style="list-style-type: none"> <li>◦ Action 1.2 – DPW to review</li> </ul> </li> </ul>
	<p><a href="#">Mechanical Engineering</a></p> <p>DEN5200</p> <ul style="list-style-type: none"> <li>• Assessments covered topics that were not covered in lectures. <ul style="list-style-type: none"> <li>◦ Response – Assessments don't have to be covered within lecture sessions but can be designed to be independent learning.</li> </ul> </li> <li>• Request for written solutions to be given to problems including past papers. <ul style="list-style-type: none"> <li>◦ Response – As an example DEN5002 had revision lectures where examples were given along with solutions to problems to aid this year's revision. Solutions had not, therefore, been made available for all questions on past papers, a model answer was available in its place.</li> </ul> </li> <li>• Clarification on individual project start date. <ul style="list-style-type: none"> <li>◦ Response – Teaching is planned to start in September and there are no plans to delay the project.</li> </ul> </li> </ul>
	<p><a href="#">Robotics</a></p> <p>No feedback</p>
<b>2(b)</b>	<b>3<sup>rd</sup> /4<sup>th</sup> Year</b>
	<p><a href="#">Aerospace Engineering</a></p> <p>Feedback in writing</p>

	<p>Thanks were expressed</p> <p>MAT5030</p> <ul style="list-style-type: none"> <li>• Further information on revision sessions was requested. <ul style="list-style-type: none"> <li>◦ Response – This has now been made available.</li> </ul> </li> <li>• A request for solutions from the in class test, particularly as feedback did not include details or marks for partial submission. <ul style="list-style-type: none"> <li>◦ Action 2.1 - AJ contact MO</li> </ul> </li> <li>• Alternative assessments were not listed for third year Aerospace modules <ul style="list-style-type: none"> <li>◦ Action 2.2 – DPW to review</li> </ul> </li> </ul>
	<p>Biomedical Engineering</p> <p>No feedback</p>
	<p>Chemical Engineering</p> <p>Feedback was generally positive and students feedback they thought things were going smoothly. The school were thanked for listening to student concerns.</p> <p>Alternative Assessment</p> <ul style="list-style-type: none"> <li>• Should students expect a mock exam for each module? <ul style="list-style-type: none"> <li>◦ Response - MOs to give support they think works for alternative assessment. This could be a mock exam, it could be revision lecturers.</li> </ul> </li> <li>• No past papers <ul style="list-style-type: none"> <li>◦ Response – past papers should be available on QMPlus (see above). However, this could be misleading for current assessment types.</li> </ul> </li> </ul>
	<p>DICE</p> <p>Feedback in writing</p> <p>Students identified no current issues.</p>
	<p>Materials Science</p> <p>Alternative Assessment</p> <ul style="list-style-type: none"> <li>• Would a coversheet be used in the alternative assessments <ul style="list-style-type: none"> <li>◦ Response – the coversheet would not be available for the trial, this will be available for the assessment.</li> </ul> </li> </ul> <p>MAT601</p> <ul style="list-style-type: none"> <li>• Waiting to hear about revision lectures or mocks</li> <li>• Action 2.3 – AJ to liaise with MO</li> </ul>

	<p>Mechanical Engineering</p> <p>No feedback</p>
	<p>Robotics</p> <p>No feedback</p>
<b>2 (d)</b>	<b>Masters</b>
	No feedback
<b>Part 3</b>	<b>Programme delivery and other matters</b>
	<p>Learning Resources</p> <p><b>Library</b> New colleague in Academic Skills page for skills and alternative assessment is now available.</p> <p>Academic skills office hours – MS teams 9am – 1pm Monday to Thursday</p> <p><a href="https://www.library.qmul.ac.uk/library-news/news/studying-well-during-covid-19.html">https://www.library.qmul.ac.uk/library-news/news/studying-well-during-covid-19.html</a></p> <p><b>Information on support for writing</b></p> <p><a href="https://qmlibrarylearning.padlet.org/academic_skills/examsupport">https://qmlibrarylearning.padlet.org/academic_skills/examsupport</a></p>
	<p>Alternative Assessment - General</p> <ul style="list-style-type: none"> <li>• Might the alternative assessment be the same format as past papers if indicated by the module organiser. <ul style="list-style-type: none"> <li>◦ Reponse – some previous papers work well as alternative assessment. If the module organiser specifically advises this, it will be the case.</li> </ul> </li> </ul> <p>DEN5102</p> <ul style="list-style-type: none"> <li>• There were no details for this assessment on the list <ul style="list-style-type: none"> <li>◦ Action 1.2 – DPW to review</li> </ul> </li> </ul>
	<p>Thanks</p> <p>Dr Akinmolayan and Dr Briggs extended their thanks for the good work undertaken by the Student Representatives this year. The time and effort to liaise with colleagues and collect feedback from students was acknowledged as was the impact this played in supporting developments within the School.</p>

	<p data-bbox="437 210 735 244">Date of next meeting</p> <p data-bbox="437 282 1402 383">A further meeting wasn't scheduled within the SSLC due to the alternative assessment period. However, any feedback can still be forwarded to the School to review.</p> <p data-bbox="437 421 1369 483">A meeting will be organised for the week after the end of the alternative assessment period ends.</p>
--	--

Drafted by  
Angela Jones  
Student Support Officer (SEMS)  
19.05.20