

**School of Engineering and Materials Sciences
Undergraduate Student Staff Liaison Committee
4th December 2019**

Minutes

Staff Members Present:

Name	Role
Folashade Akinmolayan	SSCL Chair
Bijoy Dias	Secretary
Tomas Lukas	Senior TA
Hasan Shaheed	2 nd year coordinator
Eldad Avital	3 rd year coordinator
Jun Chen	4 th year/MSc coordinator
Mark Small	Timetabling manager

Student Representative present:

Name	Programme and Level
Carol Raphael	1 st Year Materials
Abdullah Taibi	2 nd Year Mechanical Engineering
Jannet Mansur	2 nd Year Chemical Engineering
Ideen Sanei	2 nd Year DICE
Lilay Michael	2 nd Year Biomedical Engineering
Mughees Asif	2 nd Year Aerospace Engineering
Aqsah Awan	2 nd Year Materials
Weronika Lipien	3 rd Year Chemical Engineering
Imran Azizuddin	3 rd Year Robotics
Matteo Cecamore	3 rd Year Robotics
Amirthan Mahindan	3 rd Year Materials Science

Apologies for absence:

Name	Role or programme and level
Alison Hartshorn	Taught Programmes Manager
Adrian Briggs	Director of Education
Yousef Zawahreh	TEF Lead
Leo Huang	1 st Year Biomedical Engineering
Mohamamd Qamhieh	2 nd Year Robotics
Balkeen Alwabry	3 rd year Biomedical Engineering

Nicole Wan	3 rd year DICE
Part 1 – Preliminary Items	
1a	Welcome, Introductions & Apologies for Absence
	The meeting commenced with introductions by chair Folashade Akinmolayan. Apologies for absences of members were also noted.
1b	Report on matters arising and actions taken
	<p>1st year</p> <ul style="list-style-type: none"> • Eng 209 QReview issue fixed • Concerns of DEN4101 complexity reported to module organiser. Leo biomedical rep created a poll which highlighted students are struggling with fluids concepts. Would prefer hand working of questions rather than going through them on slides. <p>2nd year</p> <ul style="list-style-type: none"> • DEN5109 and DEN5402 module organisers also spoken to. DEN5109 coursework extended in response to concerns. DEN5402 peer assessment implemented. <p>3rd year</p> <ul style="list-style-type: none"> • Robotics prerequisites were wrong, looked into and fixed for semester B. CES coursework module organiser was spoken to and clarification was sent out to students.
Part 2 – Student Reports- Reports from student course representatives	
2(a)	1st Year
	<p>Materials</p> <ul style="list-style-type: none"> • SCL very enjoyable, nice break from content based modules. Tutorials very good and helped a lot – similar to exam questions. Second rotation SCL however was confusing, and topics were taught well after the lab – students wished they had been exposed to it beforehand. <ul style="list-style-type: none"> ○ Response: Folashade Akinmolayan said that there is some educational benefit to having students try and explore the topic before taught content. This is a form of flipped learning. • MAT4401 engineering chemistry – lecturer seems to think students have done a module before this and overestimating the knowledge of the cohort. Thinks students have done thermodynamics but they have not. • Maple tutorials given as if students have previous knowledge of coding – Maybe for other students but MAT students have no prior experience and are confused.

	<ul style="list-style-type: none"> Lecture that was not supposed to run during ILF because they had to attend a panel, but was still run and not on QREVIEW – now moved onto completely different topic. Bancroft Building room. Light often not on and when recording is there, no sound. Students stressed as this is a big topic, but were not taught it.
Actions/response after meeting	<ul style="list-style-type: none"> MAT4401 lecturers were made aware of students concerns. Maple tutorials will be reviewed for the following academic year to implement more guidance.
2(b)	2 nd Year
	<ul style="list-style-type: none"> Materials: marks for SCLs do not come out on the date said on the coursework details – MAT313. Aerospace: Henri and Motallebi lectures very good – doing very good job. Den5101 – a few issues raised: <ul style="list-style-type: none"> Students finding it disorganised, such as changes to deadlines. Students feel there could be improvements to the module to make it more engaging. Students feel tutorials could be added to make clearer what is taught content Den5109 PBL run – equipment was faulty, several times. EG resistors broken, could not find proper ones. <ul style="list-style-type: none"> Response: HASSAN SHAHEED will order, as he was not made aware DEN5242 coursework feedback too late – no chance to act on feedback as it is given almost at the same day as the next deadline, no chance to implement. Went on Sheffield trip during reading week, were told only week before and it was compulsory. Did not have a reading week because had to do deadlines on trip and work on trip, did not get a chance to catch up. Mat5002 want tutorials (none at present). <p>DICE: weighting of coursework and time given for it does not match up – semester long module only 20%, two week deadline 40%. ECS521U.</p> <ul style="list-style-type: none"> Several deadlines piling up, up to 5 or 6 deadlines in one week – Group projects too, especially with EECS and SEMS modules mix. 3D printing – does not happen overnight(?) taking very long to print. No Qreview for ECS511U, recording issues with the ones that are up. <p>Chemical:</p> <ul style="list-style-type: none"> Second half of mass transfer notes not clear enough. It was noted that students last year had the same issue. Does not use microphone when qreview.

	<ul style="list-style-type: none"> • Concern with demonstrator for Mass transfer tutorial leader as he said he “does not know answers, he covered it a long time ago and does not remember answers”. <ul style="list-style-type: none"> ○ Response: Lead Chemical Engineering TA will speak to the demonstrator to see if additional support is needed • PBL lectures could be more organised, no mark scheme. When marking reports and presentations, different people mark it resulting in disagreements with students and staff on marks given - Den5402 <ul style="list-style-type: none"> ○ Response: Will speak to module leads to ensure a mark scheme outline is shown to students • Students enjoy energy conversion and integrated chemical engineering design modules. • SCL module had labs during reading week – but students had booked flights etc. and they were told too late. <ul style="list-style-type: none"> ○ Response: This was due to equipment failure and is not normal practice. <p>Mechanical</p> <ul style="list-style-type: none"> • Div, Grad, Curl module, energy conversion module, control and instrumentation module all positive. Students enjoy the teaching. • Concerns with DEN5101: <ul style="list-style-type: none"> ○ Courseworks design could have been clearer. Student feel there should be more explanation on work to be completed. ○ Next coursework wasn't specific enough on hard copy or online submission, only told night before late... Not enough time. ○ Deadline was changed, and amendments were made after release that again were not clear enough. First amendment said x and next amendment said y, creating a lot of confusion. Students unhappy overall, confused, unclear. ○ Response: Actually changed deadline for reason – no available markers, but did not convey to students why he had done so. Need to be better at explaining to students why things are happening. <p>Biomedical:</p> <ul style="list-style-type: none"> • Admin.sems vs qmplus, unclear on system; qmplus showing other groups deadlines etc. • Lecturers make mistakes on notes etc. making it confusing • Instrumentation module needs revision as first lecturer was not clear. Students feel like they do not have the base knowledge to sit exam. <ul style="list-style-type: none"> ○ Response: Revision lecture can be organised • Clear instruction required for all coursework, PBL of design and neuromuscular in particular. • Less courseworks overall. Semester based exams plus coursework this late creating a lot of stress.
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<p>Actions/response after meeting</p>	<p>There seems to be a lot of discontent with feedback from school to students. Would the course reps be willing to continue to act as a source of information for their peers? How best can the school support this?</p>
<p>2(c)</p>	<p>3rd Year</p>
	<p>Materials;</p> <ul style="list-style-type: none"> • MAT507 no past papers or specification to revise with. Course changed from last year so difficult. • ENG324 no heating, people not attending because the room is cold • MAT220 lecture slides and notes not available. • January exams no revision week. <ul style="list-style-type: none"> ○ Response: Week 12, modules will be hosting revision within their modules • Dental students want peer mentoring <ul style="list-style-type: none"> ○ Response: Can the course representative provide more information on how this would be different from the buddy scheme? <p>Chemical:</p> <ul style="list-style-type: none"> • Some modules were a continuation that some students had done but some hadn't, lecturers refer back that is unfair for students that have not done it. • Chemical engineers feel like they are forgotten about – modules taught to the audience as if everyone has done prior module, ignoring chem eng to an extent. • Den6410 – Aspen software: told there would be tutorials, but software not installed yet so could not use it, tutorials not going to happen. Told to use different software then that both lecturers and module organisers were not familiar with and caused many issues – no feedback or support. ICE report, were told it was similar to last year, quality was not worse but marks were significantly lower, due supposedly to marks being too high last year.

- **Response:** Module organiser has said ASPEN will be installed in January 2020 and amendments to the module structure will be implemented.

Robotics:

- DEN6336 no past papers on both module page and sems papers page. Lecturer writes good notes and answers but explanations can be confusing – Students struggle to follow when lecturing.
- Qmplus links to past papers need more signposting.
- Third year project presentations: wanted clarification on timing
 - **Response:** confirmed by Eldad (12 minutes + 2 min questions)
- Project presentation marking criteria not around
 - **Response:** Eldad: marking criteria should be on qmplus by Friday.
- Qmplus notifications still saying “overdue” even after students have submitted. Makes things unclear. Generally, overdue notifications for hard copy submissions etc, other groups.
- **Response:** BD spoken to Annette about this. She has designed group submission points and pages to work and not do this, however module organisers add groups and groupings etc. without full knowledge of the difference and effects of it, causing issues.

Mechanical

- DEN331 FEM coursework due in January usually, moved to December but no additional support or change to accommodate for this.
 - **Response:** Due to January based examinations, deadlines were moved to be issued earlier so students would have the holiday period to revise.
- Deadlines very much clumped together, many students missing lectures to complete deadlines.

DICE

Library:

Room 11 is the largest/nicest meeting room in the library, but it lacks soundproofing. There are often large groups having meetings inside, and they can be rather distracting for students outside.

	<p>Design Studio: The 3rd Year Interim Presentation was at 2pm-6pm, whereby all of us presented our individual projects (DEN329), and then our group projects (DEN327). Nobuoki and Neil Barren (a visiting tutor) marked each of our projects. It was clear that by the second/third hour in, all of us (including the professors) were visibly drained.</p> <ul style="list-style-type: none"> • Response: Discussions will take place with module organisers to develop alternative presentation schedule. <p>DEN327</p> <ul style="list-style-type: none"> • Students feel industry related projects should have an element assessed by the “clients” as it can be confusing on who criteria to develop the design
32	4 th Year
	None present
Part 3 – AOB	
	<ul style="list-style-type: none"> • Library really cold! • Will there be exam questions on topics taught during strike weeks? • Can the content be on the slides – some slides without content (to make students) • Lecturers could link to external sources – khan academy etc. for extra content/support • Since exams changed to January, no clear deadline for examination arrangements. Got an email but deadline was two days after email. • ITL building really hot, top floor. • Library printers broken – deadlines need printers. W128d printer broken • SEND EMAIL: IF YOU FIND THINGS BROKEN CALL ____ • Library door still a mess! And disabled door not open any more? <p>TimeTable update from Mark Small and student responses:</p> <ul style="list-style-type: none"> • Lecturers that have design studio labs, back to back with a lot of teaching and a lot of marking – students can visibly see lecturers getting tired and marking more harshly(?) • Big gaps (5 hour gaps) between lectures is very difficult. Timetabling do try and avoid it. • MAT502 MAT308 back to back – when students are commuting, often don't get a chance to eat for the first time until 2pm or later. • Poll schoolwide on most annoying aspects of a timetable? Lunch hour? • Exam tt: some exams too close – afternoon slot and exam the next day in the morning – sometimes not at university even. Need to consider students' travel etc. when making exam timetables.

Part 4 – Date of the next meeting	
	The committee noted that the next meeting would take place: Wednesday 26 th February, 2pm in SEMS Seminar room.