Department of Comparative Literature
Undergraduate & Postgraduate Student Staff Liaison Committee
5th December 2019, ArtsTwo 2.17

Minutes

Present:

Dr Nicola Thomas

Dr Kasia Mika

Miranda Fotheringham

Yagmur Dur

Part 1 – Preliminary Items	Paper	Led by
1(a) Welcome and introduction for new members Yagmur (3rd year) Miranda (1st year)		Chair
1(b) Apologies for Absence Zaynab Chowdhury (3rd year) Sarah Jones (2nd year) Arianna Bassetti (PG)		Secretary
1(c) Minutes of the previous meeting		Chair
1(d) Report on matters arising and actions taken 1. look into an option Google Doc of office hours (issues with website; we are doing it) Suggestion from the student reps to streamline where and how office hours are communicated. Since the website might not be most relevant (difficult to update, not easy to find staff), it might be better to either announce of QM+ or create a Google Doc (or equivalent) where staff would also communicate any changes. **ACTION**: **NT to continue to work on a solution to this.** 2. Exams: resolved		Chair

1(e)	Terms of reference and membership Agreed, though students would welcome the opportunity to meet more often. **ACTION** : **Trial 2 SSLC meetings per term (starting Spring Term 2019/2020). NT to create a Doodle poll with dates.**	A	Chair
1(f)	Admissions, induction and enrolment Student Feedback: More CL ads needed (Open Day; going into schools; pay very good attention e.g. to table layout, what are we presenting ourselves as and career perspectives: what can you do after graduation from CL programme) Greater attention to 3rd years careers (see 2(d), below). Student Reps suggested opening a discussion on the place of CL in the School (e.g. name does not include literature). **ACTION: KM to create and share summary of employability stats and alumni profiles sheets, emphasizing links to careers (for use by student and staff volunteers at open days especially). Action for KM+CL staff coordinating the Open Days.**		Chair
Part 2 – Programme Delivery and other matters			
2(a)	Programme/module developments and amendments All first year modules are now obligatory. First years did not yet have a firm view on whether this was working well (especially since they don't have a point of comparison with previous years). **ACTION: NT to add to agenda for next meeting.**		
2(b)	Learning and teaching matters		

	Potential impact of strikes (25.11. 2019-4.12) was discussed. Student Rep stated that deadlines were well managed for Year 1 (in the light of potential disruption). Student Reps expressed a wider interest introduction of modules in Arabic. In response, we emphasised that beginners' Arabic is offered by the Language Centre and that the department and school are actively working to build capacity in Arabic.		
2(c)	Assessment and feedback Student Rep for Year 3 expressed a concern that there too many deadlines in November (e.g. clashes with dissertation; Scene of Writing). KM and NT explained the difficulties with co-ordinating deadlines for Year 3 modules. Year 1 Student Rep stated that deadlines are generally OK. In response, we emphasised our efforts (level 4) to coordinate deadlines of obligatory modules (KM in charge).		
2(d)	Academic support Careers and Careers support were extensively discussed. According to the Year 3 Student Rep, current internship opportunities are often geared too much towards film students. In addition, what is missing are SLLF specific workshops on postgraduate degrees and funding available, as well as what can students do after the degree. Moreover, the current Careers session in Year 2 (with Andrea Cox), felt too generic and was not geared for CL students specifically. The Student Rep suggested that the session should cover a broader range of careers that are possible for CL students; maybe even split the session in 2 parts.		

	The first year student rep, for their part, suggested an even stronger presence of careers from year 1, citing English as an example of better advertising, and suggested a 'sandwich-year' model as a potential option for CL. In response, KM reaffirmed that a careers workshop is now part of COM4207, with employability being incorporated into the curriculum at all levels, and NT emphasised how career choice and figuring out what one can do is an ongoing process, even at later professional stages. Finally, final year students were not sure that they could talk to their advisors about their career/postgraduate study plans. **ACTIONS:** **KM to re-emphasise to colleagues in CL that career advice is part of advising** **KM to discuss Careers/Employability workshops for CL (in Year 2) with Andrea Cox.** **KM to ask AC to create a handout info sheet on funding options for postgrad study.**		
2(e)	Organisation and communication Students reported no major concerns.		
2(f)	Learning resources • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT The above items were briefly discussed, and no major concerns were reported. Staff informed the Student Reps that new library workshops were now embedded in the Scene of Learning (COM4207) curriculum for Semester 1.		

2(g)	Consideration of External Examiner reports *Please note that it is essential that External Examiner Reports are discussed and minuted at SSLC meetings* Agreed. Documents pre-circulated, no comments.	B	
2(h)	Student feedback • NSS • Interim programme evaluation Documents pre-circulated; noted, no comments (discussion of careers/employability, see point 2d).	C	
2(i)	Taught Programme Action Plans (TPAP) Documents pre-circulated; no comments.	D	
Part 3 – Any Other Business			
3(a)	There was no other business.		
Part 4 – Date of the next meeting			
4(a)	27th February 1-2pm (date and venue tbc)		