

**School of English & Drama Student Staff Liaison Committee
(Full school / UG & PGT)
03 June 2020**

Confirmed minutes

Staff members present:

Catherine Silverstone	Head of School
Eszter Gillay	Teaching & Student Support Manager
Julia Bardsley	Chair (Drama) / Director of Student Support (Drama)
Suzanne Hobson	Chair (English) / Director of Teaching and Learning (English)
Markman Ellis	School Director of Education
Julian Deering	Drama technical director
Richard Coulton	Final Year Tutor (English)
Zara Dinnen	School Equality and Diversity Chair
Bridget Escolme	Drama Director of Student Support
Suzi Lewis	Secretary / SED SSO

Student members present:

Clara Rodrigues	Year 1 – BA JH English & Drama
Stephen Harvie	MA PT English
Joshua Fraser	Year 2 – BA English

Apologies for absence:

None

Part 1 – Preliminary Items	
1(a)	Welcome / Check in
	Noted
1(b)	Apologies for Absence
	None
1(c)	Minutes of the previous meeting
	The committee approved the minutes of the meeting held on 6 May 2020
1(d)	Report on matters arising and actions taken
	The committee received a report on matters arising and noted the following: <ul style="list-style-type: none"> • Plagiarism similarity index via Turnitin - SED do not use this tool. Fairly unhelpful as it often picks up 'quotes' as plagiarism • DRA344 – PBRP assessment worries clarified by convenor (Resolved) • DRA7002 – IPP assessment worries clarified by convenor (Resolved)

	<ul style="list-style-type: none"> • Unfortunately QM Students cannot keep email addresses on classifying • PBRP Students delivering online 'Festival of Performance' / QMplus Careers page to be updated/ Nathalie Grey Alumni Engagement Coordinator to attend next SSLC • Staff reminded about uploading PowerPoint slides and notes in advance
Part 2 – Programme Delivery and other matters	
2(a)	Equality, Diversity and Inclusion
	<p>Draft document tabled: 'Basic Principles for Attending Online Classes & Meetings in SED'.</p> <p>Document discusses transparency, safety and appropriate behaviour of staff and students on line.</p> <p>Students reminded to use QM approved /supported platforms and to log in with QM credentials for security of data and parity of experience.</p> <p>In SED generally MS Teams will be used for Advisor meetings and Blackboard collaborate/ MS Teams via QMplus for teaching sessions. Also reminder about the appropriate use of social media/ confidentiality etc.</p>
2(b)	Programme/module developments and amendments
	<p>New BA English degree model for Level 4 students in 2020-21. It was noted the module 'English in Practise' would no longer be offered but elements of this teaching would be rolled across other modules.</p> <p>The following feedback was received from student representatives:</p> <ul style="list-style-type: none"> • English students noted with hindsight 'EIP' was quite useful in terms of academic writing skills such as referencing/ footnotes/ bibliography etc • Drama student noted 'Practises' had not run for L4 students in 2019-20 and this had been a welcome change.
2(c)	Learning and teaching matters
	<p>Representatives reported on learning and teaching matters and the following points were noted:</p> <ul style="list-style-type: none"> • Switch to online learning was a challenge for some, especially as if students didn't have working laptops at home/ suitable study space etc • Students working in different time zones had difficulty with 'live' teaching sessions for obvious reasons • Teaching quality on line was still fairly high <p>It was noted that SED would be using ongoing surveys to gauge student online experience and views on offering moving forward.</p>
2(d)	Assessment and feedback
	<p>It was noted that marks would be in QMplus by the end of June. Mysis marks publication dates:</p> <p>UG – 04 August</p> <p>PGT – 10 August</p>
2(e)	Academic support
	Online support ongoing

2(f)	Organisation and communication
	None
2(g)	<p>Learning resources</p> <ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT
	<p>Representatives noted:</p> <ul style="list-style-type: none"> • Bibliography tab on QMplus module areas was much underutilised and students should be reminded / encouraged to look there. • Occasional blips with Collaborate and Teams use (mic/ sound & video quality) Some students had worries over connectivity / WIFI quality • Many books available in electronic format and could be purchased by QM library
2(h)	Student Voice
	<p>The committee discussed the virtual SSLC format - it was noted that it was quite convenient.</p> <p>Students asked which medium they used most to communicate with their cohort. Varied but WhatsApp groups/ Facebook seemed most popular. It was noted that not all students would be reached in this way.</p>
Part 3 – Any Other Business	
	<p>School message to continuing students sent today regards 2020-21 Teaching offer and other important information including a link to a student survey to help SED understand the online teaching experience of its students and help develop the delivery moving forward.</p> <p>ACTION: All REPS</p> <p>Students asked about availability of the language scholarships previously offered.</p> <p>ACTION: EG</p> <p>Thanks extended from Reps on behalf of all students to all SED staff at this very difficult time.</p>
Part 4 – Date of the next meeting	
	The committee noted that the next meeting would take place on 17 June 13:00

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
Part 3	Student Reps to publicise student survey to continuing students and ask to complete	Student Reps	Immediately		
Part 3	Eszter Gillay to inquire with SLLF to see if language modules would still be available other schools for free	Eszter Gillay	Immediately		