

**School of English & Drama Student Staff Liaison Committee
Full school / UG & PGT
17 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
Rachael Gilmour	Head of English
Bridget Escolme	Drama Director of Student Support
Nathalie Grey	Alumni Engagement Coordinator
Suzi Lewis	Secretary / SED SSO

Student members present:

Clara Rodrigues	Year 1 – BA JH English & Drama
Ralph Manser	Year 1 – BA English
Stephen Harvie	MA PT English
Eleanor Thompson	Year 2 – BA JH English & Drama
Gwen Lawrence	Year 3 – BA Drama

Apologies for absence:

Matthew Mauger - Final Year Tutor (English)
 Zara Dinnen – EDI Chair
 Michael McKinnie - Director of Teaching & Learning (Drama)
 Caoimhe McAvinchey - Head of Drama
 Dominic Johnson - Director of Graduate Taught Programmes (Drama)

Part 1 – Preliminary Items	
1(a)	Welcome / Check in
	Noted
1(b)	Apologies for Absence
	As above
1(c)	Minutes of the previous meeting
	The committee approved the minutes of the meeting held on 03 June 2020

1(d)	Report on matters arising and actions taken
	<p>The committee received a report on matters arising and noted the following:</p> <ul style="list-style-type: none"> • Reps advertised SED Online Education Survey to cohorts and asked peers to complete • Buddy Mentor Scheme had been advertised • SLLF Language Scheme –Scholarships would not continue however if applicable, students were able to take a module as part of their degree (credit bearing) to appear on their transcript. • QM Alumni Network: Discounts with Alumni Extra card/ Volunteering/ Alumni mentoring
Part 2 – Programme Delivery and other matters	
2(a)	Equality, Diversity and Inclusion
	None
2(b)	Programme/module developments and amendments
	None
2(c)	Learning and teaching matters
	<ul style="list-style-type: none"> • Module Choice - some modules withdrawn to consolidate the offering and ensure effective offering. This isn't unique to the pandemic and has happened in other years. Module change request process will open in September, space and degree diet permitting. • Online learning delivery has produced some very imaginative and creative work. • Use of ArstOne building was dependant on risk assessments. Would only open when possible and safe to do so. This was the same for other campus buildings. • Trips and Exhibitions as part of the 2020-21 curriculum dependent on the national and global situation. • Finalist students thanks were extended to staff.
2(d)	Assessment and feedback
	None
2(e)	Academic support
	None
2(f)	Organisation and communication
	None
2(g)	Learning resources
	<ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT
	None
2(h)	Student Voice

	None
Part 3 – Any Other Business	
	<p>An online celebration for finalist students has been organised and advertised by QM events. All finalist students may attend regardless of whether they had yet classified.</p> <p>All student reps thanks and continuing students asked to stand again in the next election</p>
Part 4 – Date of the next meeting	
	The committee noted that the next meeting would likely take place in October/early November 2020

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
	No action points noted in the meeting				