CCLS
Student Staff Liaison Committee
13 November 2020

Minutes

Staff members present:

Anne Flanagan (AF)	LLM Director
Angelos Dimopoulos (AD)(Chair)	LLM Director
Rodrigo Olivares-Caminal (ROC)	Joint Programmes Director
Bernard Schneider (BS)	LLM Research Director
Gaetano Dimita (GD)	Senior Lecturer in International Intellectual Property Law. Director of E-learning.
Laura Edgar (LE)	Senior Lecturer Director of Taught Programmes
Sue Fitzgerald (SF)	Teaching and Learning Services Co-ordinator Student Records and E-learning
Jack Osborne (JO)	Exams and QA Administrator
Richard Evans (RE)	Faculty Liaison Librarian - Law
Olumide Popoola	Academic Skills Co-ordinator – Library Services
Pia Cronin (Secretary)	Teaching and Learning Services Administrator Student Support and Engagement

Student members present:

Commercial and Corporate Law	Lucas	Sperka Velasco
Comparative and International Dispute Resolution	Raina	Mahapatra
Criminal Justice	Ilvana	Dedja
Energy and Natural Resources Law	Mirian	Madubuko
European and Competition Law	Martina	Marchetti
General Law LLM	Jahnavi	Mocherla
Human Rights and Immigration Law	María	Barraco
Insurance Law	Hursh	Singh
Intellectual Property Law	Vaishnavi	Mootha
International Business Law	Radhika	Thiagarajan
International Economic Law	Fatema	Buhazzaa
International Shipping Law	Dimitrios	Vazelakis
Law and Finance (MSc)	Dhwani	Viswanath
Law and Finance (MSc)	Joanna	Glowska
Public International Law	Daniela	Piovesan Tochetto
Regulation and Compliance (LLM/MA)	Amanda	Robinson

Tax Law	Fathema	Rahman
Technology, Media and Telecommunications Law	Justine	Naessens

Apologies for absence:

Chloe May Champion	Art Business and Law
Zaakir Tameez	Law and Economics
Sakshi Khakar	Banking and Finance
Michelle Dean	Teaching and Learning Services Co-ordinator Student Support and Engagement
Abigail Myers	QMplus

Part 1 – Preliminary Items	
1(a)	**Welcome and introduction for new members** .
2020.001	As this was the first meeting of the year, AD welcomed the students and congratulated them on their new roles as Course Reps Students and staff were invited to introduce themselves
1(b)	**Apologies for Absence**
2020.002	The meeting noted the apologies from members as recorded above.
1(c)	**Minutes of the previous meeting**
2020.003	The committee approved the minutes of the meeting held on 04 June 2020
1(d)	**Report on matters arising and actions taken**
2020.004	The committee received a report on matters arising and noted the following: • JO Reported that submission guidelines were updated with information on Turnitin originality these are uploaded in every QMplus page, in the assessment tab, Assessment Submission guidelines 20-21 • OP said that the summer workshops for CCLS were successful and suggested that we would like to see how students who attended workshops did in their assessments. Feedback from students was positive and he expressed that he wishes PG Law students to know that there is support available from his team. • AD explained that there was a suggestion at the last meeting to ask students for feedback regarding online learning. He explained that there was a lot of work done, and we are looking to continue learning from our current students
1(e)	**Terms of reference and membership**
2020.005	The committee noted the terms and reference and membership of the Student Staff Liaison Committee which were circulated with the agenda and minutes. AD invited questions about these but none were raised.

1(f)	Admissions, induction and enrolment
2020.006	The committee discussed the processes of admissions, enrolment and induction and noted the following: • AD opened by explaining that this has been a very different and challenging year. The PG Law Office has done a great job in giving students the information that they need, with lots of meetings online and in person. We would like to hear what has worked well, what we can do to improve inductions and enrolments. • Students expressed their gratitude for the work that has gone into the induction process and that they were in general satisfied with how it went. **Induction** • It was acknowledged that while the university did make the information clear and it was available it was sometimes difficult to find. • One student recognised that although she enrolled late her induction went smoothly. • There is a need for clearer instruction on how to use QMplus before induction starts as all the information that students need to access is on there. It was pointed out that there was a PDF guide which will be circulated with the minutes of this meeting. **Timetabling** • There were many comments about timetabling, in particular students pointed out that the change from three hours of lectures (as last year) to separate three and a half hours of classes has caused a lot of clashes. At the same time it was acknowledged by students that three hours of online lectures in one session would be very difficult to manage. • There was some discussion around students being unaware that there was a timetable before they selected their modules on MySIS. While students would like for the timetable to be available on MySIS to view when they selected their modules, or for the system to indicate there are clashes, it was pointed out that this would not be possible because the MySIS system and timetabling system are separate. It was acknowledged however, that it could be made clearer to students where to find the timetable and how to use it. • Students found the system of using college weeks rather than dates on the timetable confusing and suggested that going forward dates be used instead. • It was acknowledged that it was difficult for some students who did not become aware that their module selections had been rejected until one week into teaching. This caused some students to miss out on teaching. It was made clear that students should continue to attend teaching even when their selections have not yet been approved (a guest password was given to students to give them access to all module pages) • Some students were not sure which classes were mandatory. • An issue was raised that some modules were cancelled, however it was pointed out that only five modules were, and in those cases

	there were less than five students. In normal circumstances modules are pulled when there are ten or less. It was explained that a lot of the modules concerning gender issues were pulled because the member of staff concerned received a late acceptance of a sabbatical opportunity.
	Communication • A concern was raised that there are sometimes too many emails with lots of information, it was also acknowledged that some students have issues with accessing QM email at the beginning and so some information is missed.
	Admissions and Fees • Concerns were raised about the admissions process and fees office, examples were given of students waiting a long time for responses and miscommunication. AD and SF invited the students to email in details which they would then pass on to the relevant departments.
Part 2 – Student feedback, Programme Delivery and other matters	
2(a) **2(b)**	**Programme/module developments and amendments** **Learning and teaching matters** **It was agreed to COMBINE 2a and 2b**
2020.07	The committee reviewed proposed programme / module developments and amendments and reported on learning and teaching matters. The following feedback was received from student representatives:
	t was acknowledged by students that lecturers are doing a good job on the whole and that they are grateful for the work being done. **Collaborate and Platforms used** • It was generally felt that students disliked using Blackboard Collaborate because it was not always possible to see students, or their names. Students cannot see the lecturer when they were giving a presentation, just the slides. • A concern was raised that it was confusing sometimes with different lecturers using different platforms. • GD (Director of Online Learning) explained that it is difficult for staff not to see students face to face too and that some lecturers are better than others at delivering content but it is not just about content. We have access to Blackboard Collaborate, Teams and Zoom and lecturers have been left free to choose. Collaborate is better embedded with QMplus particularly for recording and timetabling. It was pointed out though that Zoom creates more problems with recordings. However, GD suggested that if students don't like the platform that is being used as a group they can suggest changing to the lecturer. Lecturers have had training on the three platforms. GD pointed out that none of these technologies were designed by lecturers. Students were invited to contact GD if they had any concerns

Interactivity and Peer Support
- Concerns were raised about the possibility of interactivity with peers, students felt that it was difficult to get to know classmates online and there are not many face to face opportunities.
- It was pointed out that there was a lot of resistance to speak in class because people don't know each other
- There were discussions about setting up Teams for each module where students can chat without the professor. It was confirmed by GD that this was possible and that the lecturers can set this up for the module.

Personal Tutors
- There was a clarification requested around academic tutors.
- BS (LLM Research Director) said that these have been set up and agreed to prepare an email informing students who they are and what their role is.

Readings
- Students expressed concern that they did not know how to prioritise readings as it is not always clear from the QMplus module pages what is required reading and what is additional recommended reading. LE (Director of Education) explained that following the Student Survey she has just sent a reminder to all academics to do make this clearer.
- A question was raised as to whether the lecturers could put PDF's on QMplus as it is not always easy to find them, however it was pointed out that this would not be possible for copyright reasons.

Drop in staff times
- Students asked if lecturers could have weekly drop in times to save receiving lots of emails.
- AD confirmed that colleagues do have office hours, virtual and face to face and they should have announced them, they should be on the Syllabus and Module Pages

IP
- A concern was raised about the MSc Intellectual Property where the teaching for the programme is entirely online. Students did not receive communication about rescheduled class and could not contact administration.
- It was pointed out that there will be a separate SSLC for the specialist IP programmes. The student was asked to email with their concern.

Workload
- A student noted that some lecturers enforce activities such as presentations which makes their workload unmanageable as they are preparing for assessments for the same module. T
The amount of research that went into these activities was not considered necessary by the students.

6	**On Campus Teaching and In Person Activities** • Many student spoke about the amount of on campus teaching and in person activities. Most students said they wanted more face to face teaching and activities as many had come to London from all over the world. When some students discovered how much face to face teaching there was they decided to return home because of the expense of living in London. • One student said that because she arrived late and didn't know she had to book SGT on Campus she missed out. SF pointed out that only one student had been refused On Campus SGT because of room capacity. SF explained that she will always accommodate On Campus SGT and that each module has a fairly even number of face to face and online engagement, however, we are restricted with our room capacity because of numbers allowed in a room and the time required between classes for cleaning. • AD explained that the vast majority of lecturers would prefer face to face because they prefer the interaction and because online requires much more work from staff. However there are certain restrictions that are beyond our control. The students who are able to attend face to face are a minority of the student population. Given current circumstances of the lockdown it would be irresponsible to organise more face to face teaching or activities. However, we have been looking at ways to increase interaction going forward. Currently the university does not allow students to organise face to face events so consideration is being given for the University to organise this, taking into consideration Health and Safety and Government guideline. • Students raised the question as to whether they could study in small groups. However, RE explained that group study (without a member of staff supervising) is in breach of the regulations. • ROC pointed out that some people have opted for online rather than On Campus, not everyone wants to engage in face to face activities and often where they are offered there is a lack of engagement from the students, he explained that he has offered some online social events but they are not always overwhelmingly received by students.
Part 4 – Date of the next meeting	
2020.xxx	The meeting over ran and so it was agreed that another meeting would take place in two to three weeks time to complete the agenda. Students were invited to email PC at pglawoffice@qmul.ac.uk detailing any points that they wish to make in advance. The committee noted that the next meeting would take place on Wednesday 02 December 2020 12:00-14:00

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2020:001	Prepare an email informing students who the LLM Tutors are and what their role is.	Bernard Schneider (BS)	Before next meeting		