

**CCLS Specialist IP Programmes  
Student Staff Liaison Committee  
Friday 09 April 2021 16:00-17:00**

**Minutes**

**Participants:** Laura Edgar (LE) (Chair) Apostolos Chronopoulos (AC), Michelle Dean (MD), Jack Osborne (JO), Samantha Hefferman (SH), Tanja Christine Hofer (TCH), Sharon Mutizira (SM), Sophia Pryanka Kapur (SK), Tomas Maxwell Banerjee (TB), Pia Cronin (PC)

Apologies: Guido Westkamp (GW), Gail Evans (GE)

<b>Part 1 – Preliminary Items</b>	
1(a)	Welcome and introduction for new members
1(b)	Apologies for Absence As above
1(c)	Minutes of the previous meeting The meeting minutes of the 26 February were approved
1(d)	Report on matters arising and actions taken All actions were completed
1(e)	Terms of reference and membership
<b>Part 2 – Programme Delivery and other matters</b>	
2(a)	<b>Programme/module developments and amendments</b> <ul style="list-style-type: none"> <li>• None reported</li> </ul>
2(b)	<b>Learning and teaching matters</b> <ul style="list-style-type: none"> <li>• A point was raised that students on the research essay SOLM951 due 14 May were supposed to be allocated a supervisor and it appears this has not been done. SH agreed to contact GE to agree a timeline for this and copy in LE. (update - GE has contacted students and offered consultations with them.)</li> <li>• JO pointed out that there is a new essay deadline of 15 May 10am</li> <li>• JO asked for feedback on Trademark Law - Design and Copyright as it has been suggested that it run in Sem 1 only. A student pointed out that there is no teaching in Sem 2 anyway just some tutorials. However it would be best not to have the exam in</li> </ul>

	Sem 1 as there is a lot of content on the course, it would be best to keep the exam in January exam period.
2(c)	Assessment and feedback <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>
2(d)	Academic support <ul style="list-style-type: none"> <li>• Students felt that everyone knows who to go to for support</li> </ul>
2(e)	Organisation and communication <ul style="list-style-type: none"> <li>• Students felt that the organisation and communication has been good this semester.</li> </ul>
2(f)	Learning resources <ul style="list-style-type: none"> <li>• One student report that students haven't accessed learning resources as much they could have. They weren't aware that they could access Westlaw but they have been told now. It was felt that more information at the beginning of the course would be helpful. Students weren't aware that Westlaw needs to be accessed through QMplus.</li> <li>• MD reported that Library information is normally covered in the Library induction. Next year that induction will be done for the new IP students. PC to make the recording of the induction available for IP students.</li> <li>• There have been a number of Student Guidance Sessions recently as well as sessions for OSCOLA referencing, Essay writing, FAE's and online exams. IP student have been informed of them and have been attending.</li> </ul>
2(g)	Consideration of External Examiner reports <ul style="list-style-type: none"> <li>• Nothing to feedback</li> </ul>
2(h)	Student feedback <ul style="list-style-type: none"> <li>• Nothing to feedback</li> </ul>
2(i)	Consideration of Student Experience Action Plan (SEAP), Student Experience Action Matrix (SEAM) or Taught Programme Action Plans (TPAP) <ul style="list-style-type: none"> <li>• Nothing to feedback</li> </ul>
<b>Part 3 – Any Other Business</b>	
3(a)	
<b>Part 4 – Date of the next meeting</b>	
4(a)	<b>This is the last meeting of the academic year.</b>