

**CCLS Specialist IP Programmes
Student Staff Liaison Committee
Friday 26 November 2021 16:00-17:00**

Minutes

Staff Members Present: Laura Edgar LE (Chair) Apostolos Chronopoulos AC, Jack Osbourne JO, Samantha Hefferman SH, Pia Cronin PC (Secretary)

Participants:, Sharon Mutizira SM, Sophia Pryanka Kapur SK, Tomas Maxwell Banerjee TB

Apologies: Guido Westkamp, Michelle Dean, Tanja Christine Hofer

Part 1 – Preliminary Items		Led by
1(a)	Welcome and introduction for new members <ul style="list-style-type: none"> Tomas Maxwell Banerjee was welcomed as the new Course Rep for the MSc IP programme 	Chair
1(b)	Apologies for Absence <ul style="list-style-type: none"> Apologies received from Guido Westkamp, Michelle Dean, Tanja Christine Hofer 	Secretary
1(c)	Minutes of the previous meeting <ul style="list-style-type: none"> The minutes of the previous meeting were approved 	Chair
1(d)	Report on matters arising and actions taken <ul style="list-style-type: none"> Item 2020.08 – Final arrangements are being made for tutorials. Item 2020.11 Electronic Timetables are not running for this academic year. All other actions were complete 	Chair
1(e)	Terms of reference and membership <ul style="list-style-type: none"> Members were reminded of the Terms of reference and membership documents circulated previously 	Chair
1(f)	Admissions, induction and enrolment <ul style="list-style-type: none"> It was reported there was a delay with some aspects of enrolment for the new January students due to Sharon's absence. There were also some difficulties with QMplus as they were overwhelmed but everything is now resolved. 	Chair

Part 2 – Programme Delivery and other matters		
2(a)	<p>Programme/module developments and amendments</p> <ul style="list-style-type: none"> • In the previous meeting students had asked to have live lectures rather than pre-recorded ones. This was implemented however it was agreed that it didn't work as the classes were too long so they are going back to pre-recorded. • It was agreed that more tutorial time is needed and that this is being scheduled in the next few weeks.. • The rep from the MSc IP said that everyone is settled and that no one has raised anything in particular. • LE pointed out that issues can be resolved quite quickly so if anything does come up reps shouldn't wait for the next SSLC 	Chair
2(b)	<p>Learning and teaching matters</p> <ul style="list-style-type: none"> • There was nothing to report. Students were happy with the programme so far 	Chair
2(c)	<p>Assessment and feedback</p> <ul style="list-style-type: none"> • Students expressed that they got assessment marks back quickly and that marks have been updated. • Students are aware of assessment dates. • Students were not told when results would be released, they found out because one of the reps happened to look. JO said that there there is a function to notify students of the release of marks, JO will follow up with IT as it appears not to have worked in this case. IPLC136 was a module he will use as an example to give IT • TB said that he had been enrolled for a module. JO asked TB to email him details. 	Chair
2(d)	<p>Academic support</p> <ul style="list-style-type: none"> • AC asked students to let him know of suggestions that they have for improving academic support, student expressed that they were happy with what they were receiving. • SH explained that Professor Westcamp is not well and will be away for a while. Gail Evans may be confirmed as Temporary Programme Director as she had covered this role last semester. In the meantime students should email pglawoffice@qmul.ac.uk which will then be directed to most appropriate person. 	Chair
2(e)	<p>Organisation and communication</p> <ul style="list-style-type: none"> • Student expressed that organisation and communication has been much better this term and that email correspondence much better. 	Chair

2(f)	<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>There was no feedback to report on Learning Resources.</p>	Chair
2(g)	Consideration of External Examiner reports	
2(h)	<p>Student feedback</p> <ul style="list-style-type: none"> • NSS • UKES • PTES • Module evaluations and responses to results <p>Nothing to report.</p>	
2(i)	Student Experience Action Matrix (SEAM) or Taught Programme Action Plans (TPAP)	
Part 3 – Any Other Business		
3(a)	<ul style="list-style-type: none"> • TB asked if there was any intention to get students back to campus before the end of the academic year. LE explained that there would be an email going out shortly with information but it is not expected that this will happen until the government guidelines have been reviewed. 	
Part 4 – Date of the next meeting		
4(a)		

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2C	<ul style="list-style-type: none"> Student were not told when results would be released, they found out because one of the reps happened to look. JO said that there there is a function to notify students of the release of marks, JO will follow up with IT as it appears not to have worked in this case. IPLC136 was a module he will use as an example to give IT 	JO	By next meeting		Done
2C	<ul style="list-style-type: none"> TB said that he had been enrolled for a module. JO asked TB to email him details. 	TB	By next meeting		Done