

School of Geography

Minutes of the
Student Staff Liaison Committee held on Wednesday 3rd February 2021
2-3pm via MS Teams

Staff Members present

Regan Koch (RK) (Co-Chair)	Senior Tutor
Catherine Mills (CM) (Secretary)	Student Experience and Admissions Administrator
Kate Heppell (KH)	Director of Education
Anthea Chou (AC)	Faculty library liaison for HSS
Andrew Loveland	School Manager
Shazia Sadiq (SS)	PG studies Manager
Emma Shapcott (ES)	Teaching and Learning Manager
Sam Halvorsen (SH)	Deputy Director of Education (BA)

Student members present

William Robertshaw (WR) (Co – Chair)	3 rd Year Human Geography
Aminah Ossoman (AYO)	2 nd Year Geography with Business Management
Rianno McFarlane Thomas (RT)	3 rd Year BSc Geography
Alice Mills (AM)	1 st Year Physical Geography
Inayah Oosman (IO)	1 st Year Environmental Science
Andrei Roman (AR)	1 st Year Geography with Business Management
Billy Newman (BN)	Year abroad rep
Sara Shafique (SSh)	2 nd Year Environmental Science
Ami Gandy (AG)	3 rd Year Geography with Business Management
Nadia Iqbal (NI)	1 st Year Geography BA/Human Geography

1. **Welcome**

RK welcomes everyone saying thank you to CourseReps who attend these meetings and contribute to the school. RK is excited to undertake his new role and will welcome suggestions onto how we can improve the structure of SSLC.

2. **Apologies**

Apologies from Alastair Owens and Martin Beeson.

3. **Minutes of the previous meeting**

These were approved.

5 Matters arising from the previous meeting and action			Action to date as reported Green= complete Orange= in progress and to be reported next meeting Red =Awaiting action/ roll over
2020:37	SH	Set up open discussion forum for all on decolonising agenda on Teams	Everyone has been sent a link to join the discussion group on teams. Requesting feedback from students as these are not active.
2020:51	CM and WR	Meet to discuss and action MS Teams groups for each course/ year group.	This is in the process. WR comments to make a point to use information of a technical issue.
2020: 52	PW and CM	To clarify the types of data being collected for QEngage and how it is being used and collate this into a document for sharing with students and staff in SOG.	Pass onto next SSLC
2020:53	TB	To oversee action on these points from the CREps and report back to next meeting: •The difficulties of transition from A Level to university style of learning •The need to explain further around the value of extended reading	Pass onto next SSLC
2020:54	CMH	To ask convenors to add Advice and Feedback hours link to module pages	This has been done! CMH explained it has to be done by individual members of staff. Module reps can notify convenors.

5. Teaching and Learning

5.1 Start of Semester B modules

- AYO outlined that a lecturer in SBM has said they will not record lectures for BUS261, CM told AYO to speak with Ripa Parvin (r.parvin@qmul.ac.uk) and feedback this.
ACTION: AYO to speak with Ripa Parvin and module convenor for BUS261 about recording lectures.
- AYO asked about seminar recording for SoG. CMH said this is up to the convenors discretion due to some sensitivity of sessions and highlights breakout rooms cannot be recorded.
- AYO said students have found it helpful which readings are essential and which are desirable. AM agreed stating this is a lot clearer this semester. RK said this is great news as this was part of feedback from module evaluations. WR said he liked having a list and being asked to select a certain number of readings.
- WR said the way RK uses breakout groups is very beneficial. RK places students into self-selecting break out groups for students.

- RT said GEG6134 is a really good module. It is a module that tests you but is very interesting. Likes that two students lead a seminar each week. This could be adopted in other modules.

5.2 IGS/PES deadline

- Please see below. Deadline not yet decided but will be in the next few days.

5.3 Any additional student Teaching and Learning queries

- AG asking about IGS/PES deadline and non-detriment policy.
 - o RK explained the SOG have spent a lot of time to get coursework deadlines to students. The IGS/PES deadline will be at least an additional month. Will be sent around this week. Considered ECs for this. CMH adds we had to wait for the university to make a decision centrally about what they were doing.
 - o RK explained mitigating measures. This is what we have been working out today. There is not any central university talk about no detriment. Yesterday these were distributed to students. We are trying to maximise the amount of time to get coursework done without coursework bunching. This coursework needs to be marked in time for the SEB. Some assignments have been pushed back 2-5 days. This will be communicated in the next day or two. CMH outlined that before Christmas looked at bunching and today have looked at where we can move the IGS/PES deadline and bunching.
ACTION: AJO, CMH and RK to communicate to students about ECs, coursework deadlines including IGS/PES.

6. Advising and student support

6.1 Extenuating circumstances policy

- CM/RK are dealing with 3-4 times the amount of ECs compared to last year. RK outlined that this new EC process is working well. ECs are only really being declined due to students submitting ECs not in line with the SOG EC process. The EC process is very sympathetic this year to student's situations as we want to support them as much as possible.
- RK outlined there is a change to the EC policy so no limit to the number of self-certifications students can make but a self-certification does not mean an automatic approval.
- RT says it would be good to let people know there is an unlimited claims to be made.
ACTION: RK to speak with SL about EC process and making this clear to students.
- WR asked if there is a deadline for the ECs to be submit. RK outlined there is a deadline date for this where things that have not been done will have to be submit in August. RT asked when this date will be and would like it to be announced. RK outlines that we will be as clear as we can on this.
- AG asked if we have any information on graduation. CMH does not have information on this
ACTION: CMH to take this to college meetings.

6.2 Semester B tutorial system

- RK wanted to ask how this is going for 1st and 3rd year students and how students are finding their new tutorials in 2nd year.
 - o AR thinks 1st year tutorials are working really well and are very useful. AM agrees and thinks they are very important, it is an opening and welcome environment.
 - o AYO said from discussions had it was quite nice to have the first session in 2nd year for people to get to know each other.
 - o AG from a 3rd year perspective it is sad 3rd years do not have a group session but AG has enjoyed speaking to supervisor and setting out dedicated deadlines to make this more manageable.
 - o AR said the attendance is not been great! RK said this is a key point of contact for students and we are looking into attendance/engagement monitoring within the school.

7. Organisation and communication

7.1 SSLC organisation and communication

- WR asked how communication has been going. IO said there has been more engagement. Some are happy to privately message rather than speak out.
- AG said difficult to communicate as joint school. CM told to speak to Ripa Parvin (r.parvin@qmul.ac.uk).

ACTION: CM to remind students who their CourseReps are.

ACTION: Creps to speak to module convenors and Advisors to make students aware of who the CourseReps are.

7.2 Communications with Creps and cohort

- Discussed above.

7.3 Library update

- AC said the library is focused on providing safe and supervised study spaces. This has meant reducing some library facilities such as Canalside and the Hive, concentrating facilities in the library and Graduate Centre. You can book online and the busy times are 2-4pm. Mask wearing is mandatory in a study space and even if you are just using the library to print materials you need to provide details for track and trace purposes. Please check library website for updates.
- Click and collect is running as normal.
- E-Books, library is doing everything that is can to provide this when requested. Can request via the more books form on the library website but e-books are now a lot more expensive than they were before which is not sustainable. You can sign an open letter for the government to look at this: <https://academicebookinvestigation.org/>.
- There is a service or request a scan. Staff can add scans to reading list. This is available from the self-service section of the website.
- Martin has started sessions on supporting students with the new library search tool. These links are below:

Wednesday 3rd February 11:00 – 11:30 AM GMT	Zoom Meeting https://qmul-ac-uk.zoom.us/j/81751273807?pwd=bFINK0p6V2FGY2s3Zjkvb1U2R2lBUT09 Meeting ID: 817 5127 3807 Passcode: 753532
Wednesday 10th February 11:00 -11:30 AM GMT	Zoom Meeting https://qmul-ac-uk.zoom.us/j/85713674718?pwd=TE8rSHdPb2xTc205SXRkblldCMU94QT09

	Meeting ID: 857 1367 4718 Passcode: 850719
Wednesday 24th February 11:00 – 11:30 AM GMT	Zoom Meeting https://qmul-ac-uk.zoom.us/j/87006181621?pwd=aXNPRnB6cUtnaW5Pc0Q4K2xzQnM4Zz09 Meeting ID: 870 0618 1621 Passcode: 146954
Wednesday 3rd March 11:00 – 11:30 AM GMT	Zoom Meeting https://qmul-ac-uk.zoom.us/j/89293624147?pwd=VE9ScW1iOXpTQ3lySHFLVStRNjI5QT09 Meeting ID: 892 9362 4147 Passcode: 284404

8.AOB

8.1 QMSU Education Awards-nominations are open!

- CM highlighted this is a great opportunity to nominate fellow CourseReps and staff for all their hard work especially over the past year! Nominations close 15th February 2021.

9. Date of Next meeting: Weds 17th February 2021 1-2pm on MS Teams

CM noted that this meeting time has changed and that the following future meeting times will also change:

- Wednesday 3rd March 2021 is now 1-2pm
- Wednesday 17th March 2021 will remain as 2-3pm
- Wednesday 31st March is now 1-2pm

ACTION: CM to update calendar invites for the change in meeting times!

Summary of new actions from this meeting and those carried forward

Minute	Responsibility	Action
2020: 52	RK and CM	To clarify the types of data being collected for QEngage and how it is being used and collate this into a document for sharing with students and staff in SOG.
2020:53	CMH	To oversee action on the Creps feedback table and provide comments back specifically looking at: <ul style="list-style-type: none"> •The difficulties of transition from A Level to university style of learning •The need to explain further around the value of extended reading
2021:001	AYO	To speak with Ripa Parvin and module convenor for BUS261 about recording lectures.
2021:002	AJO, CMH, RK	To communicate to students about ECs, coursework deadlines including IGS/PES.
2021:003	RK	RK to speak with SL about EC process and making this clear to students in their GEG6000/6212 lecture.
2021:004	CMH	To look into the query surrounding information on graduation at University level.

2021:005	CM	To remind students who their CourseReps are via general email and look into how long it will take to set up the MS Teams per CourseRep.
2021:006	CREps	To speak to module convenors and Advisors to help reach out to students and make them aware of who their elected CourseReps are.
2021:007	CM	To update change in SSLC meeting times to reflect the below: - Wednesday 17 th February 2021 is now 1-2pm - Wednesday 3 rd March 2021 is now 1-2pm - Wednesday 17 th March 2021 will remain as 2-3pm - Wednesday 31 st March is now 1-2pm