

School of Geography

Minutes of the Student Staff Liaison Committee held on Wednesday 3rd March 2021 1-2pm 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
Martin Beeson (MB)	Faculty library liaison for HSS
Alastair Owens (AJO)	Head of School
Shazia Sadiq (SS)	PG studies Manager
Emma Shapcott (ES)	Teaching and Learning Manager
Lisa Belyea (LB)	Deputy Director of Education (BSc)
Jazmin Scarlett (JS)	Student Support Assistant

Student members present

William Robertshaw (WR) (Co – Chair)	3 rd Year Human Geography
Andrei Roman (HR)	1 st Year Geography with Business Management
Alice Mills (AM)	1 st Year Physical Geography
Inayah Oosman (IO)	1 st Year Environmental Science
Nadia Iqbal (NI)	1 st Year Geography BA/Human Geography
Frederic Klein (FK)	2 nd Year BA Geography/ Human Geography
Albert Newton (AN)	2 nd Year BA Geography/ Human Geography
Aminah Ossman (AYO)	2 nd Year Geography with Business Management
Rianno McFarlane Thomas (RT)	3 rd Year BSc Geography
Ami Gandy (AG)	3 rd Year Geography with Business Management
Emily Price (EP)	Year Abroad Rep
Madeleine Czura (MC)	MSc Water and Environmental Management
Shai Ilivitzky (SI)	MA Global Development

1. Welcome

WR welcomed everyone to the SSLC. WR also welcomed new members, Emily Price (Year Abroad CourseRep), Shai Ilivitzky (MA Global Development CourseRep), Madeleine Czura (MSc Water and Environmental Management) and Jazmin Scarlett (Student Support Assistant) to the SSLC and the meeting.

2. Apologies

Apologies from Sam Halvorsen.

AJO outlined that SH became unwell last week was diagnosed with a neurological condition, Guillain-Barré Syndrome. He has moved to a specialist hospital now, on a positive note AJO stated that people usually recover well. AJO has sent flowers on behalf of the school and sent Sam's family our best wishes.

3. Minutes of the previous meeting

These were approved.

4. Matters arising from the previous meeting and actions

Matters arising from the previous meeting			Action to date as reported Green= complete Orange= in progress and to be reported next meeting
2020:052	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.	See below.
2021:008	CMH and ST	CMH discuss with ST about L4 tutorials and how to implement further support and emphasise to students surrounding the change from school to University reading/learning.	See below.
2021:009	CREps	To post in Team on MS Teams to make other students aware of who they are and also pass on relevant information from SSLC.	See below.
2021:010	CREps	To speak to peers about filling vacant positions	N/A
2021:011	CM/RK/WR	To speak with RK and WR about what to do about a contact for those without a CourseRep	CM to post in Teams and make them aware of what the Teams are for and try to recruit for the positions.
2021:012	RK/CM	To send communication surrounding IGS/PES EC Policy	See below.

2021:013	AG	To email CMH with list of specific examples of feedback being late from staff without communication to students.	CMH said this is all resolved.
2021:014	AJO	To provide any updates to students about changes to learning following government guidance.	Covered later in the minutes below.
2021:015	RK	To speak with GEG5103 convenor about tightening up the communication about this and perhaps approach JP about the slides used in his tutorial group.	Please see below.
2021:016	1 st /2 nd year CReps	1 st /2 nd Year CourseReps to contact RK about proof reading the next EC process communication.	AYO contacted RK about being involved in this.
2021:017	RK/CM	To create a video explaining the EC process.	Completed.

2020:052

- RK outlined the SoG are not using QEngage and are using tutorial attendance and QMPlus data.
- CM reported that Catherine Murray has been using some of the overview visualisations in reports to SET to show the pattern of engagement at high level this year. This data will also be used to look at how we can use Learner Analytics now and going forward and as a part of that we will be developing policies on usage and gathering case studies of how colleagues are using it.

2020:008

- CMH said we will be looking into this in the module and the skills training and integrate this. There are some exciting bids about greening the campus and looking at how this can be incorporated into the tutorial modules. CMH outlined that once the module review has been written then we can look from June onwards how to integrate these new suggestions into the module.

2021: 009

- AM said there has been positive feedback and this has led to setting up a WhatsApp group chat. AM said she will use Teams to relay the MS Teams information from SSLC.
- IO said students did not feel comfortable talking on the MS Teams however this enabled communication whereby any official responses will be posted in the MS Team.
- MC said her Masters cohort (6) uses WeChat but using both channels is again useful.

2021: 012

- Completed.
- EP received feedback about the EC Policy stating the new communication was done very well and clearly. Students also wanted to know how the IGS/PES was going to be assessed.
 - RK said perhaps a reminder could be sent about the marking criteria for the IGS/PES

- AJO said that SL did a briefing session a few weeks ago about this so we can look back at this or recirculate.

ACTION: SL to remind students about the marking criteria for the IGS/PES and direct them to the recorded IGS/PES briefing session.

- EP had feedback from students that individual supervisors were not responding in a reasonable time limit.
 - RK said students should try to establish with supervisors about when their additional meetings should be.
 - CMH said it would also be good for students to check what is agreed with supervisors as supervisors may be waiting to provide feedback.
 - LB said that can also visit during A&F hours, these can be found on the [Undergraduate Information Zone](#) under the tab 'Support'.

2021:015

- RK reported on his chat with KH last Friday and outlined KH sent a clear email to second year students.
 - AYO says this has provided clarity and people feel more supported and comfortable. AYO querying deadlines per tutor group. AYO asked if KH could post on the announcement page.

ACTION: KH to post on the announcement page of GEG5103 for clarity about when tutorials will be and deadlines for work to be submitted.

2021:017

- A video was not created but an email was sent and images posted on GeogSoc Instagram and will be posted on SoG Instagram.
- RK wrote a guide for students to clarify questions. AM said this was positive and tutorial group understand it more clearly now. HR agreed with AM.

5. Organisation and Communication

5.1 Library update

- MB thanked Anthea Chou for attending the SSLCs, MB has changed working pattern so should be able to attend future meetings and was grateful to be moved up the agenda.
- Women's History month will be used as the library display screen.
- Library Search tool, MB has been running sessions on this and will continue to do this as students have found this helpful. MB stated that feedback is crucial. MB wanted to check whether Wednesday would be a good day or would a spread of slots been useful. Sessions have also been recorded. MB said will run another 4 sessions at different times to allow for maximum attendance.

ACTION: MB to run four additional Library Search tool sessions at various times on Wednesdays.

- WR asked whether the library is making any changes to study spaces. MB stated that this is being reviewed in conjunction with the Health and Safety directorate.

5.2 MS Teams usage update

- Please see above for more information.

6. Teaching and Learning

6.1 IGS/PES EC policy reminder and general EC policy reminder

- Please see above for more information. This has been handled in a third year email and a communication to students about this.
- CMH outlined that every year we need to decide a final date for coursework to be submitted factoring in marking and the examination boards. CMH outlined we wanted to discuss the best dates to communicate this to students this year. We are looking at the beginning of May for these dates and we cannot push them back any further. CMH explained we have two dates, one for the IGS/PES for those who have ECs and the other is for all other outstanding SEM B work for students with ECs. CMH outlined that we do not want people to work towards this deadline but if they cannot meet the deadline then they can submit an EC and request an extension.

- WR requested for an email and Jpegs to be sent to highlight these dates. WR also asked the deadline for SEM A and SEM B modules. 2pm 15th March 2021 is the final date we can accept SEM A assessments. 2pm 17th May 2021 is the final date we can accept SEM B assessments. All requiring an EC to be marked and not receive penalties.
- WR outline the 17th May date is an issue surrounding SH's module, GEG6144. CMH outlined that we have pushed this deadline as far as we can for this module and we would hope that students would start to work on this earlier. WR said it should be highlighted for that module there would only be an extension opportunity for this module. CMH thinks that the slides and email need to be looked into with an appropriate format.

ACTION: AJO/CMH to outline to students on GEG6144 that there would only be a short extension allowed for this piece of assessment if ECs were approved and students should try to get started well in advance of the deadline.

- AJO outlined that the school have looked at the assessment and material covered for this module and seems that 2/3 of the questions have been covered. Discussion over removing the third question is currently taking place but depends on who is brought in to cover this topic.

ACTION: CMH to send an email and send a picture format with information on.

6.2 In-person education for students on practical courses

- AJO stated he sent an email to all students about this. The roadmap was outlined on 28th February 2021 by the government which allowed students to return for in person elements on practical courses. For the SOG this is for PGES programmes (including those taking the physical pathway for BSc Geography with Business Management). Staff and the laboratory team met and decided they will schedule single days or half days of practical work and will invite students onto campus or in one instance another location to do some practical research. It is relatively low stakes for practical activity. It is not compulsory and non-attendance will not impact learning or assessments as we are aware some students will not be able to travel to campus. These dates have not yet been outlined but AJO stated we envisage these will be in April.
 - WR asked whether this would be during teaching weeks. AJO responded stating that UG students will be during term time. PGT students may look to be scheduled outside of this time.

6.3 Reading Week check-in: What has been going well/less well

- WR reported that students are happy and grateful. WR outlined that communication is key.
- SI stated that coursework feedback with extended deadlines from January and changing the feedback date was not communicated to Masters Students. Requesting better communication to Masters students.
 - AJO said apologies that UG was communicated to but perhaps overlooked Masters students.
- MC said feedback not being received and did not want to overwhelm tutors and so clarification in terms of how long students should wait before following up would be welcomed.

ACTION: Ensure communications are sent surrounding feedback deadlines for masters

6.4 Any additional student Teaching and Learning queries

- IO outlined there was discussion surrounding screen time for students mentioning decision fatigue with everything being online. The amount of time being spent online diminished students ability to exercise control and manage education. It is getting harder and harder to walk away from the laptop and for students to prioritise mental health.
 - Possible resolutions were discussed in this meeting and IO said perhaps an email being sent out to students about screen time awareness exercising self-discipline with this.
 - WR said a good solution could be podcasts and WR wants to meet and discuss that over the next few weeks.

ACTION: CM to include information about taking time away from screens and well-being to be circulated in newsletters

ACTION: WR to meet with IO about students screen time and report back at the next SSLC.

7. AOB

- Nothing to report.

8. Date of Next meeting: Weds 17th March 2021 2-3pm on MS Teams

Summary of new actions from this meeting and those carried forward

Minute	Responsibility	Action
2021:011	CM/RK/WR	To speak with RK and WR about what to do about a contact for those without a CourseRep UPDATE: CM to post in Teams without a CourseRep to try to recruit new CourseReps and aid communication via this channel.
2021:018	RK/SL	RK to speak to SL to remind students about the marking criteria for the IGS/PES and direct them to the recorded IGS/PES briefing session.
2021:019	RK/KH	RK to speak to KH to post on the announcement page of GEG5103 for clarity about when tutorials will be and deadlines for work to be submitted.

2021:020	MB	Run four additional Library Search tool sessions at various times on Wednesdays.
2021:021	AJO/CMH	Outline to students on GEG6144 that there would only be a short extension allowed for this piece of assessment if ECs were approved and students should try to get started well in advance of the deadline.
2021:022	CMH	CMH to send an email and send a picture format with information on.
2021:023	AJO	Ensure communications are sent surrounding feedback deadlines for masters
2021:024	CM	Include information about taking time away from screens and well-being to be circulated in newsletters