

School of Geography

Minutes of the Student Staff Liaison Committee held on Wednesday 17th February 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
Anthea Chou (AC)	Faculty library liaison for HSS
Alastair Owens (AJO)	Head of School
Shazia Sadiq (SS)	PG studies Manager

Student members present

William Robertshaw (WR) (Co – Chair)	3 rd Year Human Geography
Aminah Ossman (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
Nadia Iqbal (NI)	1 st Year Geography BA/Human Geography
Frederic Klein (FK)	2 nd Year BA Geography/ Human Geography
Sara Shafique (SSh)	2 nd Year Environmental Science
Ami Gandy (AG)	3 rd Year Geography with Business Management

1. Welcome

RK welcomes everyone to the SSLC.

2. Apologies

Apologies from Sam Halvorsen.

3. Minutes of the previous meeting

These were approved.

4. Matters arising from the previous meeting and actions

Matters arising from the previous meeting and action			Action to date as reported Green= complete Orange= in progress and to be reported next meeting
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.	Pass to next meeting as CM contacted the QEngage forum.
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 	See below.
2021:001	AYO	To speak with Ripa Parvin and module convenor for BUS261 about recording lectures.	AYO said this got passed back down to module convenor who said would not record lectures but outlined other options students have. Convenor has 4 office hours per week so could attend these and asks students to email him with queries.
2021:002	AJO, CMH, RK	To communicate to students about ECs, coursework deadlines including IGS/PES.	Completed on 4 th February 2021
2021:003	RK	RK to speak with SL about EC process and making this clear to students in their GEG6000/6212 lecture.	This was completed, SL explained EC process in IGS/PES lecture on 4 th February 2021.
2021:004	CMH	To look into the query surrounding information on graduation at University level.	CMH contacted central about this. They could not start to plan graduation until knowing when the exam boards are. This has now been decided but there is more to come on this.
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.	CM completed sending CRep profiles and including this in the most recent newsletter
2021:006	CREps	To speak to module convenors and Advisors to help reach out to	AM said she sent an email to the module reps on the

		students and make them aware of who their elected CourseReps are.	modules but as Teams have been created!
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	CM completed

2020:053:

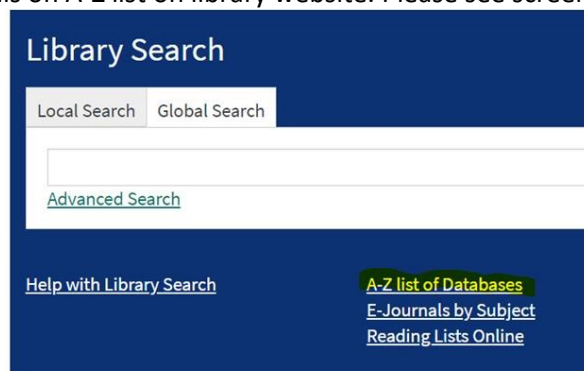
- WR and CMH met to discuss the feedback table.
- Difficulties of transitioning from A level style learning was discussed surrounding the expectation of reading which is addressed in L4 tutorials looking at being selective in what to read and what not to read the material e.g. skimming and going into depth.
- There was discussion surrounding speaking with L5 & 6 students about their advice to L4 students. RK said this could be mentioned in L5 tutorials.
- CM stated perhaps include this with PASS.

ACTION: CMH to 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.

5. Organisation and Communication

5.1 Library update

- QM library services launched the [online webchat](#) which is available Monday to Friday 10am-2pm and the service is also complemented by the FAQ site. Can access this through the library website.
- This month is the LGBTQA+ History Month and the library are highlighting some of their [LGBTQA+ resources](#). Faculty of S&E library liaison has posted a link of LGBTQA+ films and TV series.
- Martin Beeson will be running 2 more library search sessions the next two Wednesdays at 11am. Students can sign up through the [QMplus page](#).
- AJO asked whether students can access daily newspapers behind paywalls e.g. financial times. AC confirmed this is the case just need to use QM email and register. You can access this on A-Z list on library website. Please see screenshot below:



5.2 MS Teams per CourseRep going live and exploring a set of guidelines for these teams

- CM outlined these are all live now and CourseReps should post in them updates from the SSLCs and use them for feedback. CM thanked the CourseReps who have already done this.
- CM reminded students to '@' the team to mention them in the meeting.
- Feedback from CourseReps so far seem positive.

ACTION: CourseReps to post in their Team on MS Teams to make other students aware of who they are and also pass on relevant information from SSLC.

5.3 Student Newsletter

- CM outlined there is a lot of information in the newsletter so it would be good for students to read. CM asked if there was any information missing and any feedback.

5.4 Recruiting for VACANT CourseRep positions

- CM highlighted the vacant CourseRep positions being:
 - Y1: Environmental Science with Business Management
 - Y3: Environmental Science
 - Y3: Environmental Science with Business Management
- CM asked CourseReps to speak with friends who may wish to take any of the vacant positions and outlined that one position has been filled, the new Study Abroad CourseRep will be Emily Price. We will welcome Emily next SSLC.
- CM stated we need to think about what to do in the meantime while we are recruiting, who will be the contact.

ACTION: CourseRep to speak to peers about filling positions

ACTION: CM to speak with RK and WR about what to do about a contact for those without a CourseRep

6. Teaching and Learning

6.1 IGS/PES deadline update and IGS/PES policy

IGS/PES deadline update

- CMH stated AJO circulated an email on 4th February about IGS/PES and SL followed up with a meeting. **The new deadline is 2pm 19th April 2021 and the draft material deadline is 2pm 15th March 2021.** CMH outlined that staff appreciate this means the deadline is closer to other assignments but a group of staff closely looked at all L6 assessment deadlines that had been published to ensure there were not assignments due on the same date/ within 3 days. CMH also stated that students have been provided with two additional supervisions which should be arranged directly with the student's supervisor.
 - AG commented that the goal was to prevent bunching but bunching has occurred, she has multiple deadlines within 2 weeks.
 - CMH said it is going to be impossible for deadlines not to fall within a 2 week period of each other explaining that the school made sure there are not deadlines on the same day or within 3 days of the IGS/PES. An issue that we may encounter is modules from other schools deadlines falling around the

same time as some of these deadlines have not yet been published. AJO said he has spoken to students about this as well. There was thought to move deadlines earlier but then this is also not preferable. Unfortunately the school do not think we can create any more space between deadlines. AJO emphasised the EC deadlines and encouraged students to manage their work and time with their Advisors.

IGS/PES EC Policy for draft material

- RK explained there has been an update in an EC policy for IGS/PES draft material and this policy is currently being run passed third year CourseReps, CMH, RK and CM.
- RK outlined the deadline for draft material is 2pm 15th March and if students would like an extension for this draft material they would need to apply for an extension request on MySIS by 8th March. CM and RK will then review the ECs before 15th March and provide the new extension date to the student and supervisor. This EC process is generous and is a policy for everyone who is struggling at the moment, RK emphasised we are keen to support out students.
- RK emphasised that if a student has a circumstance after 8th March take place, there would be a process with late submission ECs but wanted to emphasise the 8th March deadline for extension requests. Finally RK outlined that the extension provided to the draft will also apply for the final submission which will also be communicated to the supervisor.
 - RT said it is a good communication to send out to students and is clear.

ACTION: RK/CM to send communication surrounding IGS/PES EC Policy

6.2 Ensuring fair assessment: Queen Mary Covid-Mitigation Measures Policy

- CMH stated that AJO's email on 4th February was comprehensive.
- AJO said CMH RK and AJO met with Cameron Storey to discuss this and how it was implemented. Cameron seemed positive about the changes made.

6.3 *Addressing student concerns about workload and deadlines*

- AG had a question surrounding dissertation/supervisors. Asking if there is additional support for dissertation that students may need due to the response time from current supervisors. CMH stated it is between the student and supervisor to agree what is achievable. AJO said the primary responsibility lies with the supervisor. Students could also use other staff in Advice and Feedback Hours if there are particular queries or skills related queries. RK emphasised that you could attend the A&F hours of your current supervisor as well.
- WR asked about feedback and the timeframe of this feedback. AG stated the supervisor said they did not have time to provide feedback on short pieces of coursework.
- AG stated that feedback timescales have been elongated. CMH said she has seen examples where staff have communicated to students via forums when feedback has been released late so it would be good to have specific examples to look into. CMH also outlined there are staff having to juggle childcare and other responsibilities along with deadlines being changed for students meaning staff were having to mark work at a time that they are also have to prepare lectures and teach modules.

ACTION: AG to email CMH with list of specific examples of feedback being late from staff without communication to students.

- WR asked what is the SoG understanding of in person teaching after 8th March.
 - AJO said we are waiting for more guidance from government on Monday about this. There is a suggestion that some universities will bring students back to campus

focusing on practical subjects or perhaps particular year groups. None of these have been filtered down yet.

- AJO outlined there have been discussions within the university. Where staff and students feel comfortable we may be able to go back to how we were in SEM A with some supervisions/ tutorials in person but this is down to how comfortable students and staff are with this. CHM added that some students have had to make difficult decisions about where they want to be located during this lockdown/academic year and we will also need to be mindful of this.

ACTION: AJO to provide any updates to students about changes to learning following government guidance.

6.4 Any additional student Teaching and Learning queries

- FK highlighted his peers have been in contact about GEG5103's feedback that this was broad for the fieldwork diary and research report and that it differed to the feedback provided throughout the semester. Students were feeling demotivated by the grades and feedback they have received. They also feel they are not being heard but is aware that a group of these students met with Alastair to discuss these concerns.
- FK also stated that for GEG5103 in the second semester students were confused with how everything connects and what they are being asked to do. Some found it difficult to understand why they were being asked to create an annotated bibliography when they were still unclear on what they wanted to focus their IGS/PES on.
 - RK said it would be good for Advisors to outline why students are being asked to do this highlighting that the annotated bibliography is a chance to slim down the student's research area and AJO and CMH stated it allows students at different stages to engage with the literature.
 - RK asked if there is any good practice to be shared.
 - AYO said that her tutorials have been helpful and her Advisor outlined the purpose of this annotated bibliography through a powerpoint which was really helpful!
 - WR said advice to students is to focus on the practices being asked and the idea can come.

ACTION: 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.

7. Advising and Student Support

7.1 Extenuating Circumstances Policy

- RK outlined that we have processed more ECs than ever highlighting that a lot of students understand the process but are still hearing from some students that the process is confusing. We have ensured the newsletters provide updates on this process via emails and via the newsletter can be found on the Undergraduate Information Zone.
- RK is drafting an email to again outline this process to students in as simple language possible. RK asked for a volunteer to read through this in first and second year. *Post meeting AYO said she would be happy to help with this and also proof the video too mentioned below.*

ACTION: 1st/2nd Year CourseReps to contact RK about proof reading the next EC process communication.

- RK asked how we could make this process clearer to students.
 - Students are keen for a video to be created to clearly outline this.

ACTION: RK/CM to create a video explaining the EC process.

7.2 Semester B tutorial system

- Discussed above for 2nd years.
- AM said first year tutorials are going well and had a smooth transition between Advisors.
- IO said there has been a switch for Advisors and there has been an issue with engagement with the tutorials. There may be issue as have not been able to meet each other.

8. AOB

9. Date of Next meeting: Weds 3rd March 2021 1-2pm on MS Teams

Summary of new actions from this meeting and those carried forward

Minute	Responsibility	Action
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.
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.
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.
2021:010	CReps	To speak to peers about filling vacant positions
2021:011	CM/RK/WR	To speak with RK and WR about what to do about a contact for those without a CourseRep
2021:012	RK/CM	To send communication surrounding IGS/PES EC Policy
2021:013	AG	To email CMH with list of specific examples of feedback being late from staff without communication to students.
2021:014	AJO	To provide any updates to students about changes to learning following government guidance.
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.
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.
2021:017	RK/CM	To create a video explaining the EC process.