

**School of English & Drama Student Staff Liaison Committee
Full school / UG & PGT**

28 October 2020

Confirmed minutes

Staff members present:

Warren Boucher	Acting Head of School
Eszter Gillay	Teaching & Student Support Manager
Zara Dinnen	SED Equality and Diversity Committee Chair
Michael McKinnie	Chair / Director of Teaching and Learning (Drama)
Suzanne Hobson	Chair / Director of Teaching and Learning (English)
Markman Ellis	School Director of Education
Tamara Atkin	Director of Graduate Taught Programmes (English)
Julian Deering	Drama Technical Director
Dominic Johnson	Head of Drama
Rachael Gilmour	Head of English
Bridget Escolme	Drama Director of Student Support
Alfred Hiatt	English Director of Student Support
Suzi Lewis	Secretary / SED SSO

Student members present:

Gabrielle Jade Ashford	Drama Year 1
Naz Simsek	Drama Year 3
Holly Bray	JH English & Drama Year 1
Clara Rodrigues	JH English & Drama Year 2
Eleanor Thompson	JH English & Drama Year 3
Rashmi Banerjee	English Year 1
Sumaiyah Rahim	English Year 2
Liene Osina	English Year 2
Joshua Fraser	English Year 3
Fabia Büscher	Year Long Associate student (English Major)
Derek Quindry	English MA
Stephen Harvie	English PT MA Year 2

Apologies for absence:

Alexandra Craveiro – Drama Year 2
 Lucy Sargeson - English Year 2
 Joya Choudhury - English with Creative Writing Year 2
 Jessica Galloway – SED 'School' Rep

Part 1 – Preliminary Items	
1(a)	Welcome and introduction for new members
2020.001	Noted
1(b)	Apologies for Absence
2020.002	As above
1(c)	Minutes of the previous meeting
2020.003	The committee approved the minutes of the meeting held on 17 June 2020
1(d)	Report on matters arising and actions taken
2020.004	The committee received a report on matters arising and noted the following: <ul style="list-style-type: none"> ArtsOne Building has been risk assessed and is currently open. Thanks noted to Lara Fothergill, Julian Deering and Beverly Stewart for their work on this Drama practise spaces also available. Students must use booking system
1(e)	Terms of reference and membership
2020.005	The committee noted the terms and reference and membership of the Student Staff Liaison Committee. <ul style="list-style-type: none"> Student Co-Chairs needed ACTION: SSLC Chairs
1(f)	Admissions, induction and enrolment
2020.006	SED Online Welcome Week activities & induction went very well. Thanks to Admin Team for facilitating
Part 2 – Programme Delivery and other matters	
2(a)	Equality, Diversity and Inclusion
2020.007	Zara Dinnen gave overview of SED EDI committee <ul style="list-style-type: none"> SED would like to develop a programme of equality & social action events moving forwards. Those who wish to be involved may contact Zara in the first instance QM Financial Assistance Fund for students in hardship/ in difficulty with access to online learning Discussion around gender split of teaching staff on MA English
2(b)	Programme/module developments and amendments
2020.008	SED has an Online Education Committee which has been very productive since the shift to online learning. All modules audited/ amendments made especially assessment to ensure content remains accessible/ robust / manageable. <p>Remodelled English programme at Level 4 is rolling out. Year 1 students noted module ESH126 'London Global' gave a fresh new take on how they had previously studied English.</p> <p>Year 1 students queried why there was no choice for SH students at level 4. This was purposely done so students can build a solid foundation of knowledge.</p>

	It was noted that reworking of Level 5 would come next and English students would be asked for feedback.
2(c)	Learning and teaching matters
2020.009	<p>SED Snap Student Survey results summary was presented.</p> <p>It was noted that 'captioning' functionality could be turned on in MS Teams.</p> <p>Students raised concerns about peer engagement in seminars. Many were working with cameras off and discussion was sometimes scarce. This was especially apparent when break-out groups were used.</p> <p>Solutions suggested:</p> <ul style="list-style-type: none"> - Appoint a chair for the breakout group to help guide discussions - Students could turn camera's on but use a 'background' - Seminar leaders to set a clear objective/ activity for the break out group - Use Padlet for brainstorming / adding links/ images etc
2(d)	Assessment and feedback
2020.010	<p>Year 1 students were surprised at how soon their first assessment was set. Students stated it was crucial seminar leaders gave assessment lead in warnings/ discussion time far in advance</p> <p>ACTION: Suzanne Hobson / Michael McKinnie</p>
2(e)	Academic support
2020.011	<p>MA English students felt supported and more confident in approaching their dissertation</p> <p>Some UG Finalists said they'd had no contact from / communication with their Advisor</p> <p>ACTION: Markman Ellis</p>
2(f)	Organisation and communication
2020.012	<p>Student Reps can send email communications to cohorts via 'Your Voice' area on QMplus. More information would be circulated about this in due course.</p> <p>ACTION: Suzanne Hobson</p>
2(g)	Learning resources
	<ul style="list-style-type: none"> • Library facilities / materials (books, journals etc.) • QMplus • QReview • Updates from faculty E-learning forums • IT
2020.013	<p>It was noted that there had been a big push over the Summer to secure eBooks, electronic journals and resources across QM.</p> <p>Some students queried why SED were not providing hard copy module packs at this time. It was explained there was no covid secure/ safe way to produce/ collect these but in some instances electronic resources were</p>

	<p>available if convenors had created them. It was noted that not all modules had a pack.</p> <p>Students wonder if a PDF of module packs could be made available. Also, could a student 'printing' allowance to use on campus be investigated? ACTION: Suzanne Hobson / Michael McKinnie</p> <p>It was noted those with learning differences/ disabilities may be disadvantaged so SED would supply hard copy module packs to students registered with QM Disability Dyslexia Service (DDS) who have a support summary with reasonable adjustments. Thanks were extended to SED for this.</p> <p>Students noted that QM Library 'click & collect' service was very slow. Furthermore, eBooks were often limited to small number of users making access to selected text difficult.</p>
2(h)	Student Voice
2020.014	<p>PASS – Peer Assisted Study Support for year 1 students. PASS run by students for students. Please can students spread word and convenors advertise in L4 Lectures ACTION: Reeps/ Heather Tilly & Suzi Lewis</p> <p>NSS results noted. Gave a mixed picture. Overall satisfaction at 82% but Teaching satisfaction slightly down on last year. Call for student members as part of 'SED NSS Team' to improve the student experience on our programmes in English, Drama and Creative Writing. ACTION: Suzanne Hobson</p>
2 (i)	Consideration of External Examiner reports
	EE Reports shared and discussed. Very positive overall
Part 3 – Any Other Business	
2020.015	<p>Marcus Rashford was suggested as a recipient of a QM honorary degree.</p> <p>Acknowledgement and thanks were formally given to Catherine Silverstone whose hard work and dedication within the School and across the college will not be forgotten. Greatly missed and always in our thoughts.</p>
Part 4 – Date of the next meeting	
	The committee noted that the next meeting would take place 14.30, 10 th February 2021

Action Sheet: Student-Staff Liaison Committee

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2020.005	Student Co-Chairs	SH/MM	Complete		
2020.010	Assessment feed in from seminar leaders	SH/MM			
2020.011	Advisee/ Adviser drop in reminder	ME			
2020/12	Student voice communication tool for reps	SH			
2020.013	Student printing allowance / PDF for module packs	SH/MM			
2020.014	<ul style="list-style-type: none"> • PASS advertisement • SED NSS Team 	Reps/ L4convenors/ Heather T & Suzi L Suzanne Hobson	Complete		