

**School of English & Drama  
Taught Student Staff Liaison Committee (2)  
10 Feb 2021**

**Confirmed minutes**

**Staff members present:**

Suzanne Hobson (Chair)	English Director of Teaching and Learning
Michael McKinnie (Chair)	Drama Director of Teaching and Learning
Markman Ellis	Director of Education
Rachael Gilmour	Head of English
Dominic Johnson	Head of Drama
Bridget Escolme	Drama Director of Student Support
Alfred Hiatt	English Director of Student Support
Tamara Atkin	School Equality and Diversity Chair
Eszter Gillay	Teaching and Student Support Manager
Julian Deering	Drama Technical Director
Suzi Lewis (Secretary)	Student Support Officer
Rich Evans	QM Library Liaison (HSS)
Anthea Chou	QM Library

**Student members present:**

Gabrielle Jade Ashford	Drama Year 1
Sam Momber	Drama Year 1
Alexandra Craveiro	Drama Year 2
Naz Simsek (co-chair)	Drama Year 3
Holly Bray	English & Drama Year 1
Clera Rodrigues	English & Drama Year 2
Eleanor Thompson	English & Drama Year 3
Rashmi Banerjee	English Year 1
Lucy Sargeson	English Year 2
Sumaiyah Rahim	English Year 2
Joshua Fraser (co-chair)	English Year 3
Fabia Büscher	Year Long Associate student (English Major)
Derek Quindry	English FT MA
Stephen Harvie	English MA PT Yr 2

**Apologies for absence:**

Morgan-Reece Garcia	Drama Year 3
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<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introductions</b>
2020.016	Noted. Student co-chairs elected: Naz Simsek – Drama/ Joshua Fraser - English
<b>1(b)</b>	<b>Apologies for Absence</b>
2020.017	The meeting noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Minutes of the previous meeting</b>
2020.018	The committee approved the minutes of the meeting held on 28 October 2020 (no changes).
<b>1(d)</b>	<b>Report on matters arising and actions taken</b>
2020.019	The committee received a report on matters arising and noted the following: All Action Points discussed and/ or completed
<b>Part 2 – Student feedback, Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Equality, Diversity and Inclusion</b>
2020.020	Tamara Atkin semester 2 EDI Chair. Thanks noted for Zara Dinnen’s hard work & dedication. Discussions on Neurodiversity. QM staff Anti-racism course was also noted. Next EDI meeting 03/03/2020 to include discussion on QM People, Culture & Inclusion (PCI) Enabling Plan.
<b>2(b)</b>	<b>Programme/module developments and amendments</b>
2020.021	The committee reviewed proposed programme / module developments and amendments - None. The following feedback was received from student representatives – n/a
<b>2(c)</b>	<b>Learning and teaching matters</b>
2020.022	Representatives reported on learning and teaching matters and the following points were noted: <ul style="list-style-type: none"> <li>- Co-chairs informed fellow reps there would be module fairs held by SED staff to help students with module choices for the following year.</li> <li>- Year 2 English students reminded of the upcoming introductory session for those taking ESH6000 English Research Dissertation.</li> <li>- Year 2 English students noted sometimes readings were changed at short notice.</li> <li>- Year 1 Drama students mentioned the need for adequate breaks during long seminars. Students were reminded to raise this with their seminar leaders</li> <li>- Drama Finalists taking DRA XXX PBRP raised some concerns / asked for clarity. Students asked to speak with module convenor in the first instance.</li> </ul>

	<ul style="list-style-type: none"> <li>- Students noted Zoom had now been introduced as a virtual learning platform in SED with mixed reviews. Some found navigating break out rooms tricky. Others noted a preference for Blackboard Collaborate and/ or MS Teams</li> <li>- Staff present noted QMUL had purchased a licence for Zoom therefore it could be supported for use furthermore, SED students and staff professed an interest in Zoom hence its introduction. Hopefully experience will improve as we all use it more.</li> <li>- SED had been using 'snap surveys' to gain timely feedback among students to help shape the Teaching &amp; Learning experience. Next survey published soon.</li> </ul>
<b>2(d)</b>	<b>Assessment and feedback</b>
2020.023	<p>Representatives reported on assessment and feedback processes and the following points were noted:</p> <ul style="list-style-type: none"> <li>- English students raised bunching deadlines toward the end of semester. It was noted this was often inevitable due to i) pedagogical reasons – knowledge build up as module progresses therefore assessments come toward the end ii) due to range of module optionality, it's impossible to avoid same day deadlines</li> </ul>
<b>2(e)</b>	<b>Academic support</b>
2020.024	<p>Representatives reported on academic support matters and the following points were noted: None</p>
<b>2(f)</b>	<b>Organisation and communication</b>
2020.025	<p>Representatives reported on organisation and communication matters and the following points were noted: None / See AOB re Announcements tool via Student Voice on QMplus.</p>
<b>2(g)</b>	<b>Learning resources</b>
	<ul style="list-style-type: none"> <li>• <b>Library facilities / materials (books, journals etc.)</b></li> <li>• <b>QMplus</b></li> <li>• <b>QReview</b></li> <li>• <b>Updates from faculty E-learning forums</b></li> <li>• <b>IT</b></li> </ul>
2020.026	<p>Representatives reported on learning resources matters and the following points were noted:</p> <ul style="list-style-type: none"> <li>- Concern over access to Library resources &amp; collections Rich Evans (QM Library) discussed the use of e-Books, e-Journals etc.</li> <li>- Issues with 'click &amp; collect' - students not getting collection emails <b>ACTION: RE</b></li> <li>- How did students access the DDS postal loans service? <b>ACTION: RE</b></li> </ul>
<b>2(h)</b>	<b>Student feedback (NSS/PTES/UKES/Module evaluations)</b>
2020.027	<p>The committee discussed responses to NSS/PTES and UKES and noted the following: Finalist students were reminded to complete the NSS.</p>
<b>Part 3 – Any Other Business</b>	

2020.028	<p>The following items were raised under Any Other Business:</p> <ul style="list-style-type: none"> <li>- Reminded they could message their cohort with SLLC updates / appropriate communications via the announcements tool via the 'Student Voice' area on QMplus. <b>ACTION: SH</b></li> <li>- Drama PASS session timing change</li> </ul>
<b>Part 4 – Date of the next meeting</b>	
2020.029	The committee noted that the next meeting would take place on 12 May 2021, time TBC.

**Action Sheet: Student-Staff Liaison Committee**

Minute	Action	Responsibility	Timescale	Action status	Issue resolved?
2020.026	i) Investigate click & collect email issue ii) DDS postal loans service query	Rich Evans			
2020.028	Announcements tool guidance for Reps	Suzanne Hobson			