



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

**Student members present:**

Sam Momber	Drama Year 1
Alexandra Craveiro	Drama Year 2
Naz Simsek (co-chair)	Drama Year 3
Holly Bray	English & Drama Year 1
Clara Rodrigues	English & Drama Year 2
Eleanor Thompson	English & Drama Year 3
Rashmi Banerjee	English Year 1
Lucy Sargeson	English Year 2
Fabia Büscher	Year Long Associate student (English Major)
Stephen Harvie	English MA PT Yr 2

**Apologies for absence:**

Alfred Hiatt	English Director of Student Support
Gabrielle Jade Ashford	Drama Year 1
Joshua Fraser (co-chair)	English Year 3

<b>Part 1 – Preliminary Items</b>	
<b>1(a)</b>	<b>Welcome and introductions</b>
2020.030	Noted
<b>1(b)</b>	<b>Apologies for Absence</b>
2020.031	The meeting noted the apologies from members as recorded above.
<b>1(c)</b>	<b>Minutes of the previous meeting</b>
2020.032	The committee approved the minutes of the meeting held on 10 Feb 2021 (no changes).
<b>1(d)</b>	<b>Report on matters arising and actions taken</b>
2020.033	<p>The committee received a report on matters arising and noted the following:</p> <p>2020.026: Rich Evans sent the following updates</p> <p>i) Andy Edkins (Library Manager - Circulation) said there was a short period (only a few days) where emails intermittently were not sent out for Click &amp; Collect requests. We have rectified the issue, but there may have been one or two students who missed out. Please convey my apologies and reassure those that we have identified the issue and it shouldn't happen again.</p> <p>ii) Jane Alderson-Rice (Library Operations &amp; Services Manager) said access to the scheme is via DDS, students have to contact DDS in the first instance.</p> <p>2020.028: Student voice. Suzanne Hobson informed Reps on how to access <i>announcements</i> tool on Student Voice QMPlus page to broadcast a message to student cohort. [To make an announcement, click on English/Drama announcements and use 'separate groups' to isolate your year group. Use this function to report back on issues of interest to the whole group or perhaps to advertise ways of getting in contact with you.]</p>
<b>Part 2 – Student feedback, Programme Delivery and other matters</b>	
<b>2(a)</b>	<b>Equality, Diversity and Inclusion</b>
2020.034	<p>Feedback from SED EDI Committee noted. Discussion included:</p> <ul style="list-style-type: none"> <li>- SED Staff have completed the Anti-Racist training</li> <li>- SED EDI Student funding call</li> <li>- Focus group for year F students</li> </ul>
<b>2(b)</b>	<b>Programme/module developments and amendments</b>
2020.035	The committee reviewed proposed programme / module developments and amendments. The following feedback was received from student representatives: None.
<b>2(c)</b>	<b>Learning and teaching matters</b>
2020.036	<p>Representatives reported on learning and teaching matters and the following points were noted:</p> <ul style="list-style-type: none"> <li>- Reps thanked staff for their support over the past year.</li> </ul>

	<ul style="list-style-type: none"> <li>- Students who used the SED Writing support tutors/ writing retreats very helpful. Information &amp; booking for these can be found on QMplus via <i>SED Writing &amp; Reference Guide</i> page</li> <li>- Students had asked what teaching might look like in 2021/22. Staff noted planning was already underway. The Pandemic was a changing situation however current assumptions were: <ul style="list-style-type: none"> <li>- Large lectures would remain live on line or be pre-recorded</li> <li>- SED would like to run smaller seminars in person where possible</li> <li>- Mixed medium would be likely for events such as Welcome Week. Also staff Drop In, Supervisions</li> <li>- Mile end Campus would be open including the Library, halls of residence and catering outlets</li> </ul> </li> </ul>
<b>2(d)</b>	<b>Assessment and feedback</b>
2020.036	Representatives reported on assessment and feedback processes and the following points were noted: None.
<b>2(e)</b>	<b>Academic support</b>
2020.037	Representatives reported on academic support matters and the following points were noted: None.
<b>2(f)</b>	<b>Organisation and communication</b>
2020.038	Representatives reported on organisation and communication matters and the following points were noted: None.
<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>
2020.039	Representatives reported on learning resources matters and the following points were noted: None
<b>2(h)</b>	<b>Student feedback (NSS/PTES/UKES/Module evaluations)</b>
2020.040	The committee discussed responses to NSS/PTES and UKES and noted the following: <ul style="list-style-type: none"> <li>- Good NSS completion rate. Many thanks to Finalists</li> <li>- SED Snap surveys have been ongoing. These help SED to develop offering and plan moving forward. Most recent survey noted that 97% of SED students said their experience was Good/ Satisfactory.</li> </ul>
<b>Part 3 – Any Other Business</b>	
2020.041	The following items were raised under Any Other Business: <ul style="list-style-type: none"> <li>- Events for Finalists after 17 May. Reps were asked for ideas</li> <li>- Finalist students reminded of Virtual Graduation Celebration</li> </ul>
<b>Part 4 – Date of the next meeting</b>	
2020.042	The committee noted that the next meeting would take place in semester 1 2021 - date tbc



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

<b>Minute</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Action status</b>	<b>Issue resolved?</b>
	No APs noted				